



BCE FSCS Site Leadership Team Agenda

Purpose and Function: develop school-specific community schools programming goals, assess program needs, and oversee the process of implementing expanded programming.

Norms: Use [Restorative Language](#), ask questions for understanding, monitor [restorative conversation checklist](#)

Responsibilities:

- 1) Have at least 12 members where at least 30 percent of the members are parents, guardians, or students; and 30 percent of the members are educators at the school site; and the team must include the school principal, the full-service community school site coordinator, and representatives from partner organizations.
- 2) Meet at least monthly and maintain meeting agenda, attendance, and minutes.
- 3) Oversee the Comprehensive Needs Assessment and the creation of a Full-Service Community School plan.
- 4) Align full-service community school planning with Title 1 School improvement and World's Best Workforce plans.
- 5) Make the list of Full-Service Community School Leadership Team members, the full-service community school plan, and the site community school coordinator available to the public at the school site and on the school website.
- 6) Have ongoing responsibility for monitoring the development and implementation of full-service community school strategy, the site's FSCS plan, budgets, operations, and programming at the school site.
- 7) Gather and review participation, services, programs, and resources, budgets, schedules, policies, impacts/outcomes (including qualitative and quantitative), and participant satisfaction data and analysis.
- 8) Issue data-based decisions and recommendations to the school on a regular basis. 9) Contribute to the Annual Report (form will be provided) to the Minnesota Department of Education at the end of each year of the grant award period.

FSCS Leadership Team Members:

BCE	Team Leader: Site Coordinator Team members: Early Learning Manager, BCE building administrator, Family Liaisons, Family Engagement Specialist, families, teachers, etc.
BCS	Team Leader: Site Coordinator Team members: BCE building administrator, Family Liaisons, Family Engagement Specialist, families, students, teachers, etc.
5910	Team Leader: Site Coordinator Team members: Alternative Programs administrator, Childcare Supervisor, Family Liaisons, Family Engagement Specialist, families, students, teachers, etc.

FSCS Leadership Meeting Schedule: Monthly

Date: November 14, 2024

Members Present: Laura Ringen, Renee Starr, Keisha Davis, Karima Dixon, Myko Fuller, Kari Harlan, Alex Collins, Dani Hatcher, Yaya Cochran, Mercedes Charles, Mina Lein

Purpose or goal for this meeting: develop common understanding of the purpose and function of the FSCS Site Leadership Team, begin planning for the development of a FCSC plan.

AGENDA ITEM	Notes
Welcome and intros	
Team overview and purpose - Renee	<ul style="list-style-type: none">-Understand the purpose of FSCS Site Leadership Team-Assessing needs and expanding the process-What data can we bring to help develop a FCSC plan?-<u>Goal</u>: have 30% of members be parents, guardians, or students (leaning more on adults)-Contribute to needs assessment and contribute to FSCS-This team gets to decide what our full service plan is
Data plan for FSCS plan development and family engagement planning	<ul style="list-style-type: none">-Brainstorm data that we want to bring back together for next month and see what we want to focus on in our service plan-Dream of a plan for a way to celebrate kids-Helps motivate kids and keep them doing their best-Kids getting excited about themselves and their community-Enhance culture, belonging, safety and care (help enhance and reach our goals)-Can reach out to other schools and parents (get feedback)-Takes teachers, families, and student to build criteria for those who can be recognized (not punishing things kids can control- attendance)-Character development award (celebrate students that way as well)-Competitive academic pieces-Honor Roll breakfast-Incorporate awards in Night of Brilliance

- Academic and character standard (success looks different for every child)
- Other students will see and then want to do it (“Get to moment”); feel good for both students and family
- Collaborative leadership, shared power and voice
- What is the student council like? What is the survey like?
- Parents coming in and running a lesson? Paying staff over the summer to learn how to build curriculum in classrooms
- We get connection forms 20-40 times a week across all 3 buildings
- Use that to piece out what families are being referred to, what families need and have someone come in from county and help (example)

Needs:

- Partner with corporations to have volunteers come in the classroom
- Help scholars who are struggling
- When behaviors come up (child checked out, ashamed) scholars don’t try; if we have consistent support, can have someone to help them
- Lowering ratio to student to adult support in classrooms (be more responsive to challenges students are having academically)
- “Adoptive grandparents”, “Big brothers/ sisters”, help for teachers (helping hands)
- Bringing in high school students, can relate and be role models to students
- Classroom credit for high schoolers
- Can have an option during enrichment times at middle and high school, get group to come over to elementary and do different activities with elementary students
- How does a senior at BCS come to BCE? (AVID kids and teacher teaches class that comes over; varsity football group come on Wed; Mr. Baker class- connected to Grow Your Own)
- Bus cost can affect things

	<p>-Can connect with Ms. Yaya and Intentions</p> <p>Need: Culture of belonging, safety, and care</p> <p>Need: Crisis Support for families (single moms especially) potential partnerships on the systemic level; families getting basic needs met</p> <p>-Support group (space to talk through feelings)</p> <p>-Hard part getting people to come; can have all the spaces but getting people to come is hard</p> <p>-With support, will grow scholars (give more time to grow and engage with parents)</p> <p>-How can we celebrate kids as well as parent?</p> <p>-Power of Zoom: don't have to figure out weather, childcare, etc (make option for both in person and on Zoom)</p> <p>-Extended families raising children (how to navigate system)</p> <p>-FamiliesRising (new partner); staffed with people with lived experience</p> <p>-How do we close the loop on making everyone aware of partnerships?</p> <p>-There was a need at secondary for different approach to welcome 6th grade families (can implement things like that at BCE)</p> <p>-RP team and Admin go over to check in on students (help relationships); sharing staff to build stronger relationships that students had build at BCE to help them at BCS</p>
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Summary of work accomplished today:

At the Brooklyn Center Elementary School Full Service Community Schools Site Leadership Team Agenda, Renee Starr and Myko Fuller went over the purpose of this meeting. The goal for this team is to have 30% of members be parents, guardians, or students (leaning more on parents because of it being an elementary school). The purpose of this meeting is to brainstorm ideas of data that we want to bring back for our meeting next month and figure out what we want to focus on in our service plan.

We discussed needs that we wanted this group to focus on for BCE. The plan focuses on celebrating student achievements, fostering a sense of belonging, and enhancing community engagement. It includes recognizing academic and character development through events like Honor Roll breakfasts and the Night of Brilliance, while ensuring success is defined individually. Collaboration among students, families, and staff is key, with opportunities for student leadership, parent involvement, and mentorship from high schoolers. There's also an emphasis on providing crisis support for families, particularly single parents, and connecting them with community resources. Volunteers and corporate partnerships are wanted to support classrooms and struggling students, while a focus on relationship-building helps ease transitions between schools. Finally, efforts to increase family engagement, including virtual support options, aim to strengthen the overall school community.

Action steps:

- Bring back data to focus on for next meeting

Date: Mar 13, 2025

Members Present: Mercedes Charles, Myko Fuller, Yaya Cochran, Sani Sabal, Laura Ringen, Keisha Davis, Renee Starr


Roles Assigned:

Facilitator: Sani Sabal, Renee Starr

Notetaker: Renee Starr

Timekeeper:

Other:

AGENDA ITEM	TYPE	DECISION LEVEL	Notes
Welcome & Ice Breaker	Discuss... ▾	None ▾	What is something you're passionate about outside of work?
Family Engagement Work Session	Discuss... ▾	Input ▾	 Copy of FE Template - BCE FSCS L...
Project follow up from November meeting	Follow-... ▾	This team... ▾	<ol style="list-style-type: none">1. Enhancing Culture of Belonging, Safety, and Care - celebrating students, adult volunteers to support students2. Shared Power and Voice - Student Council3. Family Engagement - Crisis Response <p>What should we prioritize? Keisha Davis: academic celebration at STEAM Night - use first semester data,</p>

			<p>use second semester for 5th grade demonstration</p> <ul style="list-style-type: none">• Working with C&I to pull the data - we can define the benchmarks that we're celebrating <p>Laura Rigen: Monthly newsletter - can someone from Community Schools (CS) partner on the newsletter, doing MailChimp - maybe Sani can help with this</p> <ul style="list-style-type: none">• Can we make this the resource newsletter -• Mercedes Charles: Can we do a single moms Facebook group? Opportunities for networking <p>STEAM night table about how to monitor kids phones and social media</p> <p>Keisha Davis: we need a parent educator - recording info sessions for parents (ex: how to make sure kids are sticking to a steady bedtime)</p> <ul style="list-style-type: none">• Yaya Cochran: has lots of content that would be helpful for these <p>Huge need is addressing all media use</p> <p>Myko Fuller: required meetings for summer program participants</p> <p>Yaya Cochran: what are the expectations for all staff and how are they enforced -</p>
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			<p>calling home, operating in certain ways for Tier 1 behavior</p> <ul style="list-style-type: none"> ● Myko Fuller: Teachers aren't communicating home for whatever reason - can we do focus groups to better understand these things from teachers, and then also hearing from parents about how they want to be communicated with ● Keisha Davis: to develop COMMUNITY AGREEMENTS for behavior for how we treat one another ● How can teachers who excel at communicating teach and share? ● Keisha Davis: How can we teach more about RP to parents ● Yaya Cochran: Can we get data on what parents want to learn? <p>Summer learning PD: ask an experienced Teacher - routines, classroom management and engagement, how to comm with parents, IEP data, etc.</p>
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<p>Action steps:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Academic celebrations at STEAM Night <ul style="list-style-type: none"> <input type="checkbox"/> Renee will talk to Jena and Ellen about awards and benchmarks <input type="checkbox"/> Sani will manage monthly newsletter <ul style="list-style-type: none"> <input type="checkbox"/> Meeting with Laura Rigen March 21 <input type="checkbox"/> Renee will make sure Sani is set up with Mailchimp and Olivia's approval <input type="checkbox"/> Table at STEAM Night on phones and social media for parents
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- Renee will start doc and send an email to Mercedes and Karima to compile resources
- Team can design the resources that go out there
- Renee will reach out to the BBA about their social media use project
- Cheat sheet of acronyms
- Parent educator, recording sessions
 - Team will explore as cohort of involved parents grow and we learn more about what they want and need
- Summer meetings for parents:
 - Community Schools (CS) team will explore in summer planning meetings
- Family engagement expectations
 - CS team will support through MTSS process
 - Visual data on growth at conferences/data walk

Date: Apr 10, 2025

Members Present: Myko Fuller, Laura Ringen, Mercedes Charles, Sani Sabal, Mary Edmunds, Renee Starr

Facilitator: Renee Starr

Notetaker: Renee Starr

Timekeeper:

Other:

AGENDA ITEM	Notes
Intro and ice breaker	
Follow up on Action Steps	<p>Action steps:</p> <ul style="list-style-type: none"><input type="checkbox"/> Academic celebrations at STEAM Night<ul style="list-style-type: none"><input type="checkbox"/> Renee will talk to Jena and Ellen about awards and benchmarks<input type="checkbox"/> Sani will manage monthly newsletter<ul style="list-style-type: none"><input type="checkbox"/> Meeting with Laura Rigen March 21<input type="checkbox"/> Renee will make sure Sani is set up with Mailchimp and Olivia's approval<input type="checkbox"/> Table at STEAM Night on phones and social media for parents<ul style="list-style-type: none"><input type="checkbox"/> Renee will start doc and send an email to Mercedes and Karima to compile resources<input type="checkbox"/> Team can design the resources that go out there<input type="checkbox"/> Renee will reach out to the BBA about their social media use project<input type="checkbox"/> Cheat sheet of acronyms<input type="checkbox"/> Parent educator, recording sessions<ul style="list-style-type: none"><input type="checkbox"/> Team will explore as cohort of involved parents grow and we learn more about what they want and need<input type="checkbox"/> Summer meetings for parents:

	<ul style="list-style-type: none"> <input type="checkbox"/> Community Schools (CS) team will explore in summer planning meetings <input type="checkbox"/> Family engagement expectations <ul style="list-style-type: none"> <input type="checkbox"/> CS team will support through MTSS process <input type="checkbox"/> Visual data on growth at conferences/data walk
<p>Proposed FSCS Plan</p>	<p>View BCE FSCS Plan Draft</p> <p><u>Culture of Belonging, Safety and Care:</u> BCCS will improve the climate at BCE, ensuring a culture of Belonging, Safety and Care.</p> <ol style="list-style-type: none"> 1. Increase opportunities to celebrate individual learners (STEAM Night Academic Celebrations) 2. Align and move forward district-level Healing Centered plans 3. Create and implement a continuous quality improvement plan for School Climate <p>Notes:</p> <ul style="list-style-type: none"> ● we need to hear from the frontline staff and parents, particularly because parents' first experience with the school is the front office <p><u>Integrated Systems and Supports:</u> Examine and target areas of need within a learners ecosystem, including classroom and family.</p> <ol style="list-style-type: none"> 1. Alignment with MTSS 2. Increase integrated supports for parents and families (newsletter, catalogue of parent ed resources, parent info at events, events through Intentions) <p>Notes:</p> <ul style="list-style-type: none"> ● How can we integrate more family engagement activities with the MTSS goals for students? Can we do activities associated with the goals? ● Additional support around understanding what their students are doing/what is expected of them, making this a fun, activity-centered event with food and group sharing ● More info around MTSS and conversations when they start receiving Tier 2 or 3 interventions

	<p><u>Family and Community Engagement:</u> New family engagement plan with opportunities for kids and adults to learn together</p>
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Date: September 22, 2025

Members Present: Myko Fuller, Laura Ringen, Mercedes Charles, Sani Sabal, Mary Edmunds, Renee Starr, Jakarta Turner

Facilitator: Renee Starr

Notetaker: Renee Starr

Timekeeper:

Other:

AGENDA ITEM	Notes
Intro and ice breaker	
Collaboration	<ol style="list-style-type: none">1. Wrap up bathroom accident protocol conversation<ol style="list-style-type: none">a. Bathroom accidentb. Keisha and Laura will send notes to Jessiec. Early Learning will keep their process, reach out to CS team if they needd. Keisha and Laura will send new process to staff, reiterate the need for spare outfits and expectations that teachers call homee. CS team will work on stocking and get bags2. Support for the Crest - community event planning<ol style="list-style-type: none">a. Aligns with the FSCS Plan goal of enhancing family engagementb. ABC room at BC library - can eat and presentc. Community ed. Can provide child care at the libraryd. Maybe expand presentation/conversation to include BCCS school offerings and resources3. Centaur Swag Shop<ol style="list-style-type: none">a. JT connect4. Pep-fest final schedule (JT) Notes - BCE Pep-Fest

	<ul style="list-style-type: none">5. Non-licensed goal setting (JT) Form6. BCE Lactation Room (JT)
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Date: October 20, 2025

Members Present: Myko Fuller, Laura Ringen, Mercedes Charles, Sani Sabal, Renee Starr

Facilitator: Renee Starr

Notetaker: Renee Starr

Timekeeper:

Other:

AGENDA ITEM	Notes
Collaboration	<ol style="list-style-type: none">1. Field trip volunteer process check in<ol style="list-style-type: none">a. Correct forms and directions to staffb. How can Sani be made aware of field trips KD: Please connect with Teaching and Learning as there is an email that was created of all the people who should be notified that she can be added toc. Where are the physical copies of the volunteer forms coming from? KD: I do not know where physical copies are coming from. Who received the forms2. FSCS leadership team meeting/state of the building event<ul style="list-style-type: none">● Reframing FSCS Leadership team meeting to encourage participation - meeting with the principal, townhall - Sani and Myko will lead, childcare, food, state of the building data share out, feedback and listening session3. Best time for this team to meet?<ul style="list-style-type: none">● Current time works the best, understanding that admin team may have to trade of attending
Action items	Sani and Myko will work with K. Davis on State of the Building/Townhall event

Date: December 15, 2025

Members Present: Myko Fuller, Sani Sabal, Renee Starr

Facilitator: Renee Starr

Notetaker: Renee Starr

Timekeeper:

Other:

AGENDA ITEM	Notes
Collaboration	<ul style="list-style-type: none">● Renee will connect with Heidi Miller from Eden Prairie● Resources from Keisha<ul style="list-style-type: none">○ Sani will look through resources with Mercedes, fill gaps, think about partnerships, enter onto CS documents, fill in team● Bathroom accident check in<ul style="list-style-type: none">○ Renee will check in with Jessie● Afterschool intervention - Tier 2<ul style="list-style-type: none">○ Alignment with FSCS goal of improved alignment with MTSS, Magpie launched, will track literacy data throughout the year and keep the group informed● Winter event - Moonlight sledding<ul style="list-style-type: none">○ Myko will reach out if support is needed, Principal Davis to include invites in weekly message● BCS admin will reinforce the volunteer and field trip process● BCS will remind teachers and recess staff that FRR items are for families in need, not for wet pants etc after recess
Action items	

Date: January 12, 2026

Members Present: Myko Fuller, Sani Sabal, Renee Starr, Mercedes Charles, Laura Ringen

Facilitator: Renee Starr

Notetaker: Renee Starr

Timekeeper:

Other:

AGENDA ITEM	Notes
Collaboration	<ul style="list-style-type: none">● Academic support for families staying home today<ul style="list-style-type: none">○ Language about this isn't taking the place of your student being in class, but here are academic resources you can do at home...○ CS team doing daily meetings and deliveries, info on CAPI and BRRF partnerships forthcoming for the building staff● Reschedule family event<ul style="list-style-type: none">○ Waiting to reschedule Centaur Chat until additional info on resources is available○ Winter fest - Jan 22<ul style="list-style-type: none">■ Sledding still available-no Three Rivers folks■ Winter Fest in the gym: Ice Fishing behind the screen, snow balls at the cups, make snow flakes, pin the nose on Frosty, cake walk, craft stations, book mark station, Bingo, Wheel O Prizes, Ducks, make sno cones, snow shoveling with spatulas and cotton balls, hot choc, apple cider and popcorn■ Will inform families of cancellation <p>Black History Play</p> <ul style="list-style-type: none">○ Communications about safety<ul style="list-style-type: none">■ All district policies are still in place for after school and events

	<ul style="list-style-type: none">○ Sani administering family feedback survey at BHM celebration
FSCS Plan	<p>Review</p> <p>Notes:</p> <ul style="list-style-type: none">● Lots of thorough updates since the team developed the bones● Measurement tools - is the plan too ambitious?● How do the families get paid? BCCS can provide invoice for them to complete, like Families in the Classroom, goes through accounts payable.● Can we increase the stipend amounts?<ul style="list-style-type: none">○ \$50/hour● Funding options for Family Advocate<ul style="list-style-type: none">○ C&I and Special Services may contribute○ MTSS attendance project, also room to contribute <p>Plan Adopted, Renee will wordsmith</p>
Action items	

Date: March 9, 2026

Members Present: Renee Starr, Keisha Davis, Mary Edmunds

Facilitator: Renee Starr

Notetaker: Renee Starr

Timekeeper:

Other:

AGENDA ITEM	Notes
Collaboration	<ul style="list-style-type: none">● Interpreters<ul style="list-style-type: none">○ Will ensure new Family Liaison is trained and all are on the same page before● Walking school bus<ul style="list-style-type: none">○ Safety concerns● No updates on Family Advocate funding, budget cuts forthcoming