

Lincoln Park School #44
School Based Planning Team
Rolling Agenda



Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
7/23/19	<ul style="list-style-type: none"> • Team Member Introductions • Discuss SBPT By-laws • Share Principal’s Vision • Discuss School Improvement Plan • Identify Instructional Priorities for 2019-2020 • Outline Summer Professional Learning for Staff 	<p>Principal prepare documents to share</p> <ul style="list-style-type: none"> • Being A Writer • Restorative Practices Info • School Improvement Plan • RCSD Instructional Framework

Location: Lincoln Park School #44, Library

Facilitator: Ms. Garfield

Time keeper: Ms. Shepard

Note taker: Ms. Temple

Norms Tracker: Mr. Freeman

Schedule [90 min]

Time	Mins.	Activity
	2	<p>Review objectives for today</p> <ul style="list-style-type: none"> • Team Member Introductions • Discuss SBPT By-laws • Share Principal’s Vision • Discuss School Improvement Plan • Identify Instructional Priorities for 2019-2020 • Outline Summer Professional Learning for Staff
	2	<p>Assign roles</p> <ul style="list-style-type: none"> • Facilitator: Ms. Garfield • Timekeeper: Ms. Shepard • Note taker: Ms. Temple • Norms Tracker: Mr. Freeman
	3	<p>Review how we will use RCSD Meeting Norms during our meetings.</p> <p>The RCSD Meeting Norms help us realize hopes and allay fears. They include:</p> <ul style="list-style-type: none"> • Take an inquiry stance • Ground statements in evidence

		<ul style="list-style-type: none"> • Assume positive intentions and take responsibility for impact • Stick to protocol and hear all voices • Start and end on time • Be here now • Expect non-closure • Expect discomfort in the service of learning <p>NOTES: What specific things will we be doing and saying as we live our norms? Speak with evidence to back up our statements. Stay on task and allow everyone to get a chance to speak. Be present and focus on the discussion without other distractions.</p>
5		<p>Activity: Introductions</p> <p>Protocol: Each member will say their name. Share one hope for the SBPT for the upcoming school year.</p> <p>Karen Lahr (Guest) - Hope for productive meetings. Move school forward. Tammy Hahn (Guest) - Molly Temple - Good collaboration Kimberly Shepard - Come up with plans for our school to move forward. Come together and unify. Redell Freeman - Maintain positive energy. Keep Excellence Everyday at the forefront of the work. Jennifer Laird - Function cohesively Mrs. Garfield: Make decisions based on what’s best for kids. Collaborative team. Consensus. Ester Sheppard (Guest): As a team would like to see more communication between what is going on between the SBPT and the teachers.</p> <p>Shana Valerio (Member participated virtually)- I hope our team is more efficient with decision-making and involve our constituents more.</p>
2		<p>Activity: Discuss SBPT By-laws What is currently in place? Past practices, meetings etc. have been inconsistent. Moving forward we will work for consensus. We will develop a specific charter for SBPT operations and processes in the future.</p>
3		<p>Activity: Principal’s Vision</p> <ul style="list-style-type: none"> • Embraces a philosophy of partnership where decision making, responsibility, and accountability is authentically shared with all stakeholders (parents, staff, scholars, and community). <ul style="list-style-type: none"> ○ Everyone owns the success and/or failure of the school. • Scholars best interest will always be at the CORE of decision making. <ul style="list-style-type: none"> ○ Shared leadership approach ○ Stakeholder Empowerment • Equity, access and excellence for every scholar!

		<p><i>A Mantra to Strive for: Successful Students, Efficacious Teachers, Proud Parents, Supportive Community</i></p>
10		<p>Activity: School Improvement Plan Assistant Principal share School Review 2018-2019 school year recommendations:</p> <p>Successes within the School to Build Upon (Based on NYSED review):</p> <ul style="list-style-type: none"> • Build upon maintaining a safe, clean and welcoming environment for all • Pre-kindergarten were found to be strong models for small group and differentiated instruction, illustrating direct and purposeful teaching to leveled small groups. • Classrooms arranged and decorated to engage scholars and promote teaching and learning • Parents reported that they feel the school is safe and a place where their children can learn and grow and that they communicate with their teachers regarding their children's needs <p>Areas that Need to Be Addressed (Based on NYSED review):</p> <ol style="list-style-type: none"> 1. School leaders need to develop and Implement a well-defined plan to address curricular issues for each grade level 2. Develop a plan to organize classrooms to minimize logistical and scheduling conflicts. 3. Designated leadership roles related to instructional and behavioral issues. 4. Delegate more instructional responsibilities to staff to meet school needs. 5. Principal must communicate a clear message about the school's mission and culture 6. Systems and Structures must be put in place to effectively address the socio-emotional needs of scholars. 7. Teachers need to provide scholars with more opportunities to engage academically with their classmates. 8. Parents want more opportunities to volunteer at the school. 9. Teachers would like more timely direction regarding instructional expectations from the instructional leaders.. 10. Scholars want more positive interactions between peers in class. <p>Areas of concern consistently shared by staff:</p> <ul style="list-style-type: none"> • Need for common language and common practices • Lacking coherence and consistency with interventions/curriculum/expectations • Turnover in leadership and staff • Decline in student enrollment • Risk of school closure • Sitting in Receivership pool - Comprehensive Support and Improvement (CSI) Designation • Revisit our school's mission and vision statements and make adjustments??

		<p>2019-2020 ESSA Indicator Goals</p> <ul style="list-style-type: none"> • ELA • Math • Chronic Absenteeism • Survey (Culture & Climate Goal)
	15	<p>Activity:</p> <p>SBPT share additional strengths, legacies, areas of concern</p> <p>Having rituals and routines in place really helps improve school climate and teacher moral.</p> <p>Having these expectations in place at the beginning of the year helps make the year smooth.</p> <p>We have had positive important partnerships.</p> <p>Want visibility, structures and systems in place, consistency</p>
	20 min	<p>Activity:</p> <p>Principal share tentative plan to address NYSED recommendations. Team provides input and feedback on plan:</p> <ol style="list-style-type: none"> 1. School leaders need to develop and Implement a well-defined plan to address curricular issues for each grade level <ul style="list-style-type: none"> Next steps to address NYSED recommendation: <ul style="list-style-type: none"> • Math curriculum ZEARN • Writing Curriculum - Being A Writer • ELA - District is developing curriculum. In the meantime we will use a Workshop Model/Balanced Literacy approach using the District ELA pacing chart as a guide. Instructional coach and intervention teachers will be planning summer PL for staff • Science & Social Studies curriculum TBD • RCSD Instructional Framework 2. Develop a plan to organize classrooms to minimize logistical and scheduling conflicts. <ul style="list-style-type: none"> Next steps to address NYSED recommendation: <ul style="list-style-type: none"> • Building walkthru • Working with registrar on master schedule. Changes will be made accordingly. 3. Designated leadership roles and expectations related to instructional and behavioral issues. <ul style="list-style-type: none"> Next steps to address NYSED recommendation: <ul style="list-style-type: none"> • Form instructional leadership team that focuses solely on instruction • Common expectations for scholars and staff • Restorative practices 4. Delegate more instructional responsibilities to staff to meet school needs.

Next steps to address NYSED recommendation:

- Developing an Instructional Leadership Team
- Distributed leadership processes
- **We need to have data meetings (bi-weekly or monthly) with an administrator present so that all stakeholders can partake in the data conversations and next steps.**
- Data informed practices will be a standard part of grade level and instructional council meetings.

5. **Principal must communicate a clear message about the school's mission and culture**

Next steps to address NYSED recommendation:

- The Leader in Me Process focus on a culture of common expectations, common language, shared leadership environment
- Panther Pride: Excellence Everyday (Rebranding)
- School-wide Panther PAWS Meeting (Monthly)
- Mission/Vision PL with staff

6. **Systems and Structures must be put in place to effectively address the socio-emotional needs of scholars.**

Next steps to address NYSED recommendation:

- Center for Youth, Social workers, The Leader in Me focusing on scholar leadership roles and empowerment, Restorative practices focused on establishing and maintaining positive relationships, classroom management plans, parent engagement strategies

7. **Teachers need to provide scholars with more opportunities to engage academically with their classmates.**

Next steps to address NYSED recommendation:

- Ongoing professional development and feedback
- Management in the Active Classroom PL - future

8. **Parents want more opportunities to be involved at the school.**

Next steps to address NYSED recommendation:

- Panther Family Room
- Parent Liaison/Team to work on increasing parent engagement
- Rebranding parent engagement - PIE (Partners in Education) committee
- **More events during and after school for families**
- **Parent liaison should set this up with parents willing to volunteer. Maybe create a list of names at open house to later call upon to come in and volunteer.**
- Specific goals for parent engagement will be outlined including an action plan for carrying out the goals guided by principal and led by the parent liaisons and PIE committee

9. **Teachers would like more timely direction regarding instructional expectations from the instructional leaders.**

Next steps to address NYSED recommendation:

- Principal working on outlining clear structures and expectations.
- Paid summer PL provided to staff
- Form instructional leadership team that focuses solely on instruction
- Ongoing professional development for staff and clear communication
- **Grade level agendas need to be sent in a timely manner and all members need to come to meetings on time and prepared.**

10. Scholars want more positive interactions between peers in class.

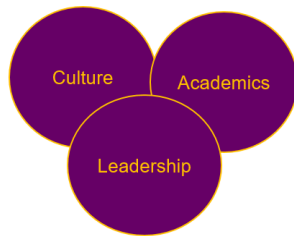
Next steps to address NYSED recommendation:

- Fostering a leadership environment through the LIM
- Restorative practices
- Teachers building classroom community
- Panther Pride Monthly Classrooms to support teachers with building community
- **CPR-Circle of Power and Respect?**

20
min

Activity:

What are our Three Big Rocks for 2019-2020 school year?



Addressing CULTURE

- **Restorative Practices (See RocRestorative handout)**
 - Build and sustain positive relationships
 - Restorative discipline
 - Scholars and staff receive training, benefits include school getting support including a restorative practices coach
- **The Leader in Me Process**
 - Bring coherence, common expectations, common language, foster leadership, social/emotional learning

Consensus 100%

- **6 SBPT Members Voted YES**
- **3 Guests provided feedback and recommended YES**

Ms. Valerio YES TO BOTH!! _We need the proper training in restorative practices where we are all speaking the language and understand when restorative discipline is used for our students.

Addressing Academics

- **What are our three instructional priorities?**
 1. ELA
 2. Math

3. Reading Intervention

Consensus 100%

- 6 SBPT Members Voted YES
- 3 Guests provided feedback and recommended YES

Curriculum

- What are the curriculum expectations for all teachers?
- Math/ZEARN
 - Aligned to state standards and math modules
 - Incorporates digital learning/relevant 21st century skills
 - Fosters independence
 - Ongoing assessment
- Writing: Being a Writer
 - Why Being A Writer: Features
workshop model, three part lesson, Teachers use literature to introduce genre and style of writing, aligns with district ELA curriculum, second part is writing, third is reflection time/sharing writing, researched based scholars learn to (love writing, builds stamina, grammar and conventions, have seen significant improvement, incorporates social/emotional component builds respectful space to write and share work, speaking and listening protocols, participation, assessment component...
- ELA
 - Workshop Model/Balanced Literacy
 - District is working on official curriculum
 - Coach/Reading Teachers/Administration/ELA Executive Director will outline and provide guidance on what the workshop model will entail
- Reading intervention
 - Daily Push-in to provide targeted intervention and support
 - Intervention teachers will pull out for more intensive support
 - Intervention Teachers assigned to grade level bands (k-1, 2-3, 4-6)
 - Lexia for non readers, considering LLI, Decisions are still being made about intervention programs

Ms. Valerio I would love LLI. Science kids are available and Next Gen SS standards can help with SS lessons
- Science TBD
 - Science kits that were purchased and the district kits
- Social Studies TBD

Consensus: 100%

- 6 SBPT Members Voted YES
- 3 Guests provided feedback and recommended YES

	5	<p>Activity: Summer Professional Learning for Staff 3 Day Paid PL Sessions for staff</p> <p>Tentative - A schedule will be finalized and sent to staff</p> <ol style="list-style-type: none"> 1. 7 Habits of Highly Successful People/The Leader in Me training, team building 2. ZEARN, Restorative Practices, Mission/Vision, Team building 3. Being a Writer, ELA Workshop Model, Instructional Framework, team building 				
	3	<p>Discuss what worked well about this meeting and what we would like to change next time</p> <table border="1"> <thead> <tr> <th>Plus +:</th> <th>Delta Δ:</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Everyone worked toward consensus • Focused on NYSED recommendations, staff and scholar needs to guide decisions </td> <td> <ul style="list-style-type: none"> • Ran out of time (Full agenda and needed to allow folks an opportunity to be heard) </td> </tr> </tbody> </table>	Plus +:	Delta Δ:	<ul style="list-style-type: none"> • Everyone worked toward consensus • Focused on NYSED recommendations, staff and scholar needs to guide decisions 	<ul style="list-style-type: none"> • Ran out of time (Full agenda and needed to allow folks an opportunity to be heard)
Plus +:	Delta Δ:					
<ul style="list-style-type: none"> • Everyone worked toward consensus • Focused on NYSED recommendations, staff and scholar needs to guide decisions 	<ul style="list-style-type: none"> • Ran out of time (Full agenda and needed to allow folks an opportunity to be heard) 					

Archived Meetings

Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
	<ul style="list-style-type: none"> • SBPT By-laws Develop/Revise Charter 	<ul style="list-style-type: none"> •

Cut row from the "Upcoming Meetings" table at the top of this document once a meeting is over and paste here to create a record of completed tasks.