

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
9/18/19	<ul style="list-style-type: none"> • Introductions • Identify Roles and Responsibilities of SBPT members • Provide update/reflections on action items from last meeting • NYS Visit 10/23/19 • Identify professional development needs for staff 	

Location: Lincoln Park School #44, Room

Facilitator: [Principal Garfield](#)

Time keeper: [Mrs. Shepard](#)

Note taker: [Ms. Temple](#)

Next steps tracker: [Mrs. Laird](#)

Norms Tracker: [Mrs. Kittelberger](#)

Schedule [90 min]

Time	Mins.	Activity
	5	<p>Review objectives for today</p> <ul style="list-style-type: none"> • Introductions • Identify Roles and Responsibilities of SBPT members • Provide update/reflections on action items from last meeting • NYS Visit 10/23/19 • Identify professional development needs for staff
	3	<p>Assign roles</p> <ul style="list-style-type: none"> • Facilitator • Timekeeper • Note taker <p>NOTETAKER - Record roles at the beginning of the agenda.</p> <p>Review objectives for this meeting <i>The facilitator reads aloud the objectives at the top of this agenda.</i></p>
	5	<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 • Assume positive intentions and take responsibility for impact

	<ul style="list-style-type: none"> • Stick to protocol and hear all voices • Start and end on time • Be here now: focused and on task • Expect non-closure: May have to walk away without answers • Expect discomfort in the service of learning <p>NOTES:</p>
	<p>Activity:</p> <ul style="list-style-type: none"> • Introductions <ul style="list-style-type: none"> • State your name and role at #44 and share one highlight from the school year so far. • Ms. Garfield: Love seeing the children excited to come to school as indicated by their smiles and some don't want to leave. This can be attributed to the efforts of all to create a welcoming environment and the work that is happening in the classrooms • Ms. Kittelberger: relationship building • Ms. Hedgebeth: Parent likes to see how much her child is learning and that she likes coming to school. Everyone has been great, kind and welcoming. • Ms. Laird: Reestablishing relationships from last year with scholars • Mrs. Jomatta: I appreciate the attention that my daughter is getting from her teachers • Mrs. Fernandez: still trying to figure out highlight, a lot happening at the beginning of the year • Mrs. Hill: A highlight is that he is going to the bathroom on his own and all the staff is very nice. • Mrs. Shepard: first grade scholars off to a great start this school year. One little girl excited to be able to read her book • Ms. Temple: highlight was seeing all the kids come back to 44 • Parents provide contact information
	<p>Activity:</p> <ul style="list-style-type: none"> • Identify Roles and Responsibilities of SBPT members <ul style="list-style-type: none"> • Sharing of meeting minutes (Google Folder): Minutes need to be posted publicly (Mrs. Valerio volunteered) • Posting minutes on website: Shana • Agenda: Process for adding action items to the agenda: Anyone can add items to the agenda. Suggestions for parents to be able to submit for the monthly meetings can be through email, via phone or in person. Email agenda items 72 hours prior to the SBPT meeting. Parents agree they will add items by calling the school and letting Ms. Garfield know. • Meeting dates and time <ul style="list-style-type: none"> • 3rd Wednesday of every month 3:50 - 4:50: Agreed upon time will be 3:45-4:45 pm. Minutes will be posted to all within 1 week after the meeting has taken place. Mrs. Fernandez will make sure they are posted on the bulletin board and they will be posted on the school website.
	<p>Activity:</p> <ul style="list-style-type: none"> • Provide update/reflection/questions on action items from last meeting <p>Thoughts so far: Mrs. Laird stated she would have liked to see the intervention teacher(s) able to be in the classroom each day. Ms. Garfield stated, that is the way the master schedule needed to be set up to accommodate and ensure compliance with special education, ESOL, and itinerant teacher</p> <p>Math: Zearn - some are having trouble logging onto the program. Mrs. Shepard stated, it's mostly log on issues. Hard to do Roc Connect because not all computers have this set up as their home screen.</p> <p>Mrs. Laird: Hard to find lessons. In the past it was only used for intervention now it's used as both curriculum and intervention. The lessons need to be pulled from Zearn and you need to navigate through because it is difficult to find on Zearn. Would like to maybe have some support come to the school to help teachers.</p>

		<p>Ms. Garfield suggested reaching out to Jeff Mikols and asking for a “Frequently Asked Questions” page to assist teachers.</p> <p>Read 180: Latest the training will be in November. Instructional Leadership Team will discuss what the literacy portion of the Walk to Read will look like.</p> <p>Being a Writer Program: teachers seem to be really liking the program.</p> <p>Soc. Studies: Mrs. Laird said she was guided through looking for the lesson for Science and Soc. St. so now they are really getting into the curriculum.</p>				
		<p>Activity:</p> <ul style="list-style-type: none"> Identify professional development needs for staff <p>Do not have enough data yet to develop this plan. Ms. Garfield has been visiting classrooms to observe all the things happening and possible PD opportunities.</p> <p>Mrs. Laird: It would be nice to ask teachers for their input on what their needs are for PD.</p> <p>Ms. Garfield: Stated we can make a needs assessment for teachers.</p>				
		<p>Activity:</p> <ul style="list-style-type: none"> NYS Visit 10/23/19 <ul style="list-style-type: none"> *Intervention process: push-in model *ILT - Instructional Leadership Team *FOSS: Science curriculum will be removed from the plan. The district already has a program in place and aligned to the next generation standards so that will be removed from the plan. *Attendance: ideas for attendance issues. Something we can brainstorm and talk about at the next meeting. *After-School Program: will not start until winter, more information to come. The partnership is with the Boys and Girls Club. Will try to write in that our staff can work it if they would like the option. Once the partnership develops there will be more to come. *The Generation 2 will be removed as well 				
		<p>Activity:</p> <ul style="list-style-type: none"> Other 				
	5	<p>Discuss what worked well about this meeting and what we would like to change next time</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Plus +:</th> <th style="text-align: center;">Delta Δ:</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Liked the format of the agenda and how we followed it. Is there an AP or program that can help with tutoring or something that can help at home with reading or math. Hasn't been a meeting with an agenda followed in a long time (previous years and previous leadership) - this was so nice Curious about the curriculum for pre-k, discussed they are certainly part of the building and want to know more about what they are learning GREAT to see parents at the table!! </td> <td> <ul style="list-style-type: none"> More information about the curriculum in pre-k Would be nice to have a pre-k constituent at the table to have that perspective as well </td> </tr> </tbody> </table>	Plus +:	Delta Δ:	<ul style="list-style-type: none"> Liked the format of the agenda and how we followed it. Is there an AP or program that can help with tutoring or something that can help at home with reading or math. Hasn't been a meeting with an agenda followed in a long time (previous years and previous leadership) - this was so nice Curious about the curriculum for pre-k, discussed they are certainly part of the building and want to know more about what they are learning GREAT to see parents at the table!! 	<ul style="list-style-type: none"> More information about the curriculum in pre-k Would be nice to have a pre-k constituent at the table to have that perspective as well
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Archived Meetings

Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
	•	<ul style="list-style-type: none">• Follow up with Zearn• Needs assessment for staff for PD• How to celebrate student attendance• Need an interpreter for the next meetings

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.