



School #34

530 Lexington Avenue

Rochester, NY 14613

Principal: Akilah Collins

Assistant Principal: Mia Sinclair

School-Based Planning Team Minutes

December 13, 2023

Members present:

RTA: Blanchard, Ashford, Smith, Devlin, Ghysel, Parker

ASAR: Sinclair

Parent:

Members absent: Parker

Facilitator: **Smith** Minutes: **Ashford** Time Keeper: **Parker**

Agenda	Time	Minutes
Approval of the Minutes	1	School Based Planning minutes approved
Shout Outs/Bright Spots	5	#34 highlighted at board meeting for most improved performance in both ELA and Math for the 2023 exam year Mrs. Knaub went to pick up jerseys and came back to watch the game. To coaches for organizing players and dance teams all while feeling under the weather. Mrs. Bodyk was amazing in helping to prepare for the concert and the emergency open house.
Family and Community Engagement Tenet 6B/Grades in Powerschool	10	Smith (abs at last meeting) reported that grade 4 and 2 had questions about the expectation of inputting grades in Powerschool. The rubric being inconsistent we question confusing parents. Is putting in the monthly progress monitoring we do in math and ELA writing prompts sufficient to start? This was discussed further at the ½ Day. Some questions about in-putting grades, called registrar; she needs to get back to us. Next steps, thinking about what sections will be included in powerschool to be graded. Waiting to hear back from the Registrar to determine what and if the grades go into the report card. Each grade level will meet to decide what grades will be collected.
Lesson plans	10	We need to see what categories the teachers want to include that “must be included” as a school. Our ideas / suggestions: learning target / objective, units, page numbers, modules, check for understanding, work period, higher order questions, vocab, accountable talk, dates. lesson closure

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		Next step - we will poll constituents for feedback and discuss at next meeting
Suggestions for the Next Meeting	5	Present staff input on lesson plans Parent point of view on Power School Clarity / questions answered on Power School
Next Meeting: December 24, 2023		Facilitator: Ashford Minutes: Smith Time Keeper: Parker
Rate the Meeting		Pros: Efficiency of meeting Growth: include parents

School-Based Planning Team Minutes

November 29, 2023

Members present:

RTA: Parker, Ashford, Devlin, Blanchard,

ASAR: Collins, Sinclair

Parent: Mrs. C. Davis, Mrs. Solomon

Members absent: Smith, Ghysel

Facilitator: **Collins** Minutes: **Blanchard / Sinclair** Time Keeper: **Ashford**

Agenda	Time	Minutes
Approval of the Minutes	n/a	All Approved
Shout Outs/Bright Spots	3	Native American Celebration was fabulous. Pennies for Pie the Principal.

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Family and Community Engagement Tenet 6B/Grades in Powerschool	15	<p>Teachers will maintain up-to-date student grades every two weeks into powerschool as per the School Board Policy Manual, Aug. 2023.</p> <p>There's a QR code parents can use to access their child's grades. Ms. Collins can track what parents are signed up.</p> <p>5th grades - Graded work is sent home weekly 3rd Grade - Sends home unit test - teachers keep exit tickets and graded work Specials- They do not send home written work. Speech- they send home 10 week progress reports home. Band- Doesn't send home paperwork - for upper grades only Kindergarten- none to daily (Varies with classroom) First - A couple times a week to daily Ms. Lyons- Sends home work for student Paris- none</p> <p>Our question - What do we report and how frequently? Board Policy states "uniform grading system aligned with school and program initiatives".</p>
Lesson plans	10	<p>Ms. Sinclair shared it's hard for administration to understand where teachers are in the curriculum. The question was brought up about what elements are agreed upon at the school level to be included.</p> <p>Suggested by the group: learning target, standards, units, lessons, essential question, evidence, assessments.</p> <p>Possibly we need to survey the staff? *Previous bank of lesson plan formats can be created for staff.</p>
Schoolwide Data	10	<p>Ms. Collins shared the data with us and will share the data during the staff meeting tomorrow.</p>
Suggestions for the Next Meeting	3	<p>lesson plans grading</p>

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Next Meeting: December 20, 2023		Facilitator: Smith Minutes: Ashford Time Keeper: parker
Rate the Meeting		Pros: Growth: snacks

School-Based Planning Team Minutes

October 25, 2023

Members present:

RTA: Parker, Gysel, Ashford, Devlin, Blanchard, Smith

ASAR: Collins, Sinclair

Parent: None

Members absent: Parents

Facilitator: **Devlin**

Minutes: **Blanchard**

Time Keeper: **Sinclair**

Agenda	Time	Minutes
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Approval of the Minutes	1	All approved.
Shout Outs/Bright Spots	2	Hispanic Heritage Day was a BRIGHT DAY!! Bodyk was awesome!! Patterson rocked the display of dresses. Leo's enthusiasm for PE.
Welcome New Members	1	Welcome Ashford
Family and Community Engagement Tenet 6B	12	We didn't finish the last meeting. Looking at 6B. We've previously talked with a parent about where she struggles to find her child's grades. Do we have expectations of what is provided to the parents? Discussion at the table shows it varies for what teachers send home and provide to families. Some teachers provide newsletters to let families know what is being taught. What action step do we want to take from here? What seems an appropriate level of work to make sure goes home? Discussion about parents having access to Power School but teachers are not putting in data. Our school will possibly be piloting this. We need to have a conversation about what is worth putting in to Power School. Team task: Ask staff what they send home and what they feel comfortable preparing to send home.
Parent friendly communicating progress/ Grades in Powerschool	20	See above
Communicating Diagnostic Scores	2	Ms. Collins prepared a letter to send home about the iReady results.
Title I Parent Engagement Plan	2	Wanda Vargas prepared a plan to submit. SBPT needs to approve. All approved.
Feedback about Parent Conferences	2	Parents did not attend this meeting to share this piece. Discussion about time for conferences on March 5, 2023. Team agreed to 3:45 to 5:15. Teacher quorum is 4 out of 6.
Discuss KORU implementation	1	previously discussed at the KORU meeting.
Suggestions for the Next Meeting	2	School wide data. Share feedback from staff about how they communicate grades and learning.

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Next Meeting: November 29, 2023	Facilitator: Collins Minutes: Jen & Smith Time Keeper: Ashford
Rate the Meeting	Pros: On task and efficient, engaged, stuck to norms. great staff shout out Growth: snacks

School-Based Planning Team Minutes

September 27, 2023

Members present:

RTA: Parker, Gysel, Devlin, Blanchard, Smith

ASAR: Collins, Sinclair

RAP: N/A

Parent: K. Padgett & C. Davis

Members absent:

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Facilitator: Collins

Note Taker: Shauna Smith

Time Keeper: Tania Ghysel

Agenda	Time	Minutes
Approval of the Minutes	N/A	
Shout Outs/Bright Spots		Open house: Parents and staff, parent recognized the Interactive wall (Mrs. Bodyk)
Constituents RTA, ASAR, Parents, Bente	5 min	Members- We (Devlin) need to put it out there to see if any RAP and Bente would like to be a representative on SBPT Quorum- will decide once we figure out our compliance #'s Divide up building RTA Contact Points: Smith: Top wing East (4th Grade wing) Parker: Top Wing West (6th Grade wing) Ghysel: Special Subject (middle hall) Blanchard: Bottom Wing West (1st Grade hall) Devlin: Bottom Wing East (Suites)
Parent Teacher Conferences	5 min	Parents were surveyed at Parent Cafe Oct 10, 2023 5:30-7:30 March 5 is next date for Parent Conferences **Parent Reps will reach out to the PTO members and will let us know the feedback on times PTC.
Family and Community Engagement Tenet 6	20 min	Positive- Schoolwide: basketball events and ceremonies, families feeling invited, welcoming to new families
23-24 SCEP	2 min	
Suggestions for the Next Meeting		Continue the Tenet 6 Conversation Communicating Diagnostic Scores Feedback about Parent Conferences Membership Additions/Votes/Balanced Constituents Discuss KORU implementation Parent friendly communicating progress
Next Meeting: October 25, 2023		Facilitator: Chris Devlin Minutes: Jen Blanchard Time Keeper: Mia Sinclair

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Rate the Meeting		<p>Pros: Everyone was here, everyone brought something to the table, and everyone was heard</p> <p>Growth: Stay on topic</p>
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School 34 Communications Plan 2023-2024 (Gleam)

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