



School #34

530 Lexington Avenue

Rochester, NY 14613

Principal: Akilah Collins

Assistant Principal: Mia Sinclair

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
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.

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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.
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:

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

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		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
Rate the Meeting		Pros: Everyone was here, everyone brought something to the table, and everyone was heard Growth: Stay on topic

School 34 Communications Plan 2023-2024 (Gleam)

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