

Franklin Upper SBPT Meeting Wise Agenda Template

<p>Meeting Agenda: 1 Date: 10/6/2020 Start Time: 3:30 p.m. End Time: 4:30 p.m. Location: Zoom</p>	<p><u>Norms:</u></p> <ol style="list-style-type: none"> 1. Take an inquiry stance 2. Assume positive intentions 3. Ground statements in evidence 4. Stick to protocol and ensure all voices are heard 5. Be here now 6. Start and end on time
<p><u>Topic:</u></p>	<p><u>Attendees:</u> Facilitator: Rick Smith Tech: Signorino (Sends out Zoom link) Note taker: Groff Timekeeper: Backup notetaker: Alexander</p> <p>Attendance: R. Smith, B. Alexander, C. Mundorff, B. Smith, S. Soprano, A. Bestram, N. Braiman, V. Crans, W. Holmes, H. Krug, T. Lawrence, S. Lorenzo, E. Obi, K. Reed-Mullen, A. Rotoli, S. Signorino, C. Donatella, G. Cameron, M. Vargas-Perez</p> <p>Parent:</p>

To prepare for this meeting, please:

- Read this agenda prior to meeting
- Submit agenda items by the Friday before the scheduled meeting

Schedule:

Time:	Minutes:	Activity:
		<p>Topic 1: SBPT Structure</p> <ul style="list-style-type: none"> ● Ground Rules <ul style="list-style-type: none"> ○ Rotating Roles (Volunteers) ○ Follow the set Norms ○ Voting: <ul style="list-style-type: none"> ■ Vote by Constituency <ul style="list-style-type: none"> ● One vote per constituency (Teachers, Administrative, RAP, BENTE, ect.) ■ Come Back to this so that we can move forward <ul style="list-style-type: none"> ● Will decide how voting will take place ● Meeting Dates/Times <ul style="list-style-type: none"> ○ 1st Tuesday of the Month ○ Time based on parent input <ul style="list-style-type: none"> ■ We can adjust accordingly(Marta- Will reach out to parents)

		<ul style="list-style-type: none"> ● Impasse Procedures (must be submitted by 10/30) <ul style="list-style-type: none"> ○ Follow what the district/Superintendent already has in place ○ Smith will formally write up and submit following SBPT Manual <ul style="list-style-type: none"> ■ Mundorff will get to Smith
		<p>Topic 2: Professional Development Approvals</p> <p>FUS_SCEP.docx (approved) FUS_Book study Ambitious Science Teaching.docx (approved) FUS_Castle Learning Summer (approved)</p> <ul style="list-style-type: none"> ● Process (SBPT Rep/Original Form Honored) <ul style="list-style-type: none"> ○ New form must be used based on CO ○ Summer PD's must be in the new form and be resubmitted. <ul style="list-style-type: none"> ■ We have leeway to get them approved even though it already happened ○ Moving forward you cannot take the PD until it has been approved or you do not receive the credit ○ Meetings are once a month so what will we do to accommodate the PD's that are submitted in the time between <ul style="list-style-type: none"> ■ Meet bi-weekly: <ul style="list-style-type: none"> ● Small committee to vote on PD's in between the four week period for SBPT ● Subcommittee: Groff, Braiman, Alexander, Reed, Lawrence will approve PD requests and report monthly to the SBPT. ■ As they come in, Groff will load the requests into the Google folder.
		<p>Topic 3: SCEP</p> <ul style="list-style-type: none"> ● Review/Revisions <ul style="list-style-type: none"> ○ Teachers want to make possible revisions and recommendations to the SCEP <ul style="list-style-type: none"> ■ Come back in November about what we are doing moving forward? ○ There was time stamp that needed to be met ○ Come up with ACTIONS that can be done to meet the state requirements ○ Meet 2-3 times a month to work on the SCEP <ul style="list-style-type: none"> ■ Open to everyone to work on it ○ Stakeholders: <ul style="list-style-type: none"> ■ Not going to be changed ■ Vanguard Teachers want to have a voice ■ Data was a combination of Vanguard and IAT students ● Concerns with Attendance during Distance Learning (amendment) <ul style="list-style-type: none"> ○ Low attendance for SPED ○ What is being done about the no shows? <ul style="list-style-type: none"> ■ What are the next steps we should be taking?

		<ul style="list-style-type: none"> ○ Attendance: 30 minutes class times and figuring out how to give instruction to those with poor attendance. ○ Specials: 30 minutes twice a week ○ Infrequency of the Attendance <ul style="list-style-type: none"> ■ If they come once a week but do the work vs. come everyday and does no work ○ One teacher: 30 students everyone the day, with 30 minutes to teach and then reteach for those who are coming in late or missing classes. ○ Let's separate attendance vs grades <ul style="list-style-type: none"> ■ Yes they are present, but if work is not done then their grade will reflect it. ○ Develop instructional supports for teachers to address attendance issues (i.e., pairing teachers)
		<p>Topic 4: Wednesday Schedule</p> <ul style="list-style-type: none"> ● Attendance Protocol ● Assignments (Team Meeting Discussion) ● Office Hours ● 2 p.m. Meeting Schedule ● Possible School wide decision on work load basis
		<p>Topic 5: Attendance (covered)</p>
		<p>Topic 6: Student Government/Student Representatives</p> <ul style="list-style-type: none"> ● Crans will be working on this <ul style="list-style-type: none"> ○ Looking into the requirements and seeing which students are interested. ○ Two students sits in the meeting and makes a vote on the things that are taking place in SBPT
		<p>Topic 7: School Culture/Collegiality/Concerns</p> <ul style="list-style-type: none"> ● Morale/Community ● Administrative Communication ● Co-Teaching ● School Focus ● Resources
		<p>Topic 8: Parent Teacher Conference Days</p> <ul style="list-style-type: none"> ● Treat as a open house <ul style="list-style-type: none"> ○ If they have questions answer them ● We can reach out for individual students to meet by appointment ● We can reach out to parents prior to as well <ul style="list-style-type: none"> ○ It can be a good introduction to the parents ● Smith will send out an email about PTC to staff <ul style="list-style-type: none"> ○ Make sure we have class links for each of our class links

		<ul style="list-style-type: none"> ○ Will be explicitly explained ○ Each period will have it's own zoom link ○ 				
		<p>Topic 9: Remote Learning Challenges: Engagement & Tech Problems</p> <ul style="list-style-type: none"> ● Table to next Meeting 				
		<p>Topic 10: Scheduling: Enrollment and Staffing</p> <ul style="list-style-type: none"> ● Staff do not have full schedules <ul style="list-style-type: none"> ○ Cannot talk about individual teachers ● Supposed to have 1250 students <ul style="list-style-type: none"> ○ 311 students shy of that total ● Trying to fill classes as much as possible ● We will be losing teachers.. <ul style="list-style-type: none"> ○ Relocation not loss of job ● This will cause a disruption of instruction because kids being moved will be behind a month from the new classes they are joining <ul style="list-style-type: none"> ○ Can we have a plan for when this is going to happen to help be proactive when this does take place ○ 				
		<p>Topic 11: Budget</p> <ul style="list-style-type: none"> ● Budget presentation to SBPT and Building Committee 				
		<p>Topic 12: Instruction: Learning Plans, Virtual Evaluations</p> <ul style="list-style-type: none"> ● Communication with Staff 				
		<p>Topic 13: Committees</p> <ul style="list-style-type: none"> ● Braiman to form sub-committee (Signorino, Cameron) 				
		<p>Topic 14: Clubs</p> <ul style="list-style-type: none"> ● Funds are on hold right now. Waiting to see if there will be club money ● Need to ensure that documentation is organized and consistent. ● Stipends outlined in the RTA contract (i.e., literacy magazines) -- will they be funded? 				
		<p>Topic 15: TA Situation and Scheduling</p> <ul style="list-style-type: none"> ● Email to Mr. Smith 				
		<p>Parent Report</p> <ul style="list-style-type: none"> ● Working on getting representatives 				
		<p>Assess what worked well about this meeting and what we would have liked to change:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">Plus</td> <td style="width: 50%; text-align: center; padding: 5px;">Delta</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	Plus	Delta		
Plus	Delta					

		<p>Next Meeting Topics: Instructional Supports for Teachers, SCEP</p> <p>Date: Tuesday, November 3, 2020</p> <p>Agenda Development: Groff and Obi</p> <p>Roles:</p> <ul style="list-style-type: none"> ● Facilitator: Alexander ● Timekeeper: Cameron ● Notetaker: Braiman ● Technology: Signorino (sends out Zoom link)
		<p>Final Step: APPROVE MINUTES!</p>
	<p>Approve</p>	<p>Stacey Signorino, Nancy Braiman--approve Howard Krug --approve, William Holmes--approve Siomara Lorenzo--approve, Vanessa Crans- approve, Andrew Bestram - approve, Teresa Lawrence - approved-Katrina Reed-Mullen-approve, Administrators - Approve (DMG)</p>