

Franklin Upper SBPT Meeting Wise Agenda Template

<p>Meeting Agenda: 1 Date: 11/03/20 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> Chairperson: Smith Facilitator: Alexander Tech: Signorino Note taker: Braiman Timekeeper: Cameron Backup notetaker:</p> <p>Attendance: Erin Obi, Donna Groff, Brianna Alexander, Gayle Cameron, Corrine Mundorff, Rick Smith, Nancy Braiman, Howard Krug, Vanessa Crans, Steve Soprano, Marta Vargas-Perez, Stacey Signorino, William Holmes, Anthony Rotoli, Katrina Reed-Mullen</p> <p>Parent: Student: Nayeli Ortiz, Fabiana Torres</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:
3:30-3:35	5 minutes	<p>Topic 1: SBPT Structure</p> <ul style="list-style-type: none"> ● Ground Rules-We will send the notes out for everyone to review by the next meeting. ● Approve Minutes - procedure for dissemination. Donna Groff will check the shared folder to make sure the minutes are there and shared. Can we approve the minutes at the conclusion of the meeting within five minutes. (leave five minutes to approve) so we can review the minutes and send the minutes out to staff in a timely manner--i.e. Within one week
3:35-3:40	5 minutes	<p>Topic 2: Professional Development Approvals</p> <ul style="list-style-type: none"> ● PD Requests. Subcommittee is meeting between SBPT meetings to approve PD requests. We have approved PD requests for a collegial

		<p>book circle for “Unaccompanied Minors,” “Visual Thinking Strategies” webinar, and Math PD. All PD requests are reviewed and submitted to Central Office as soon as possible and tweaked if necessary. PDs are on True North Logic and we hope to put the PDs on the Franklin Website as well to build community. How about an in-service for creating a PD? Kara Stadt would probably be able to do this for us.</p>
3:40-4:00	20 minutes	<p>Topic 3: SCEP</p> <ul style="list-style-type: none"> ● Review/Revisions; Teachers have submitted the SCEP with feedback and revisions. Administrators have given feedback for what now actions and attached an answer sheet on the SCEP and we will be able to make small revisions suggested by teachers in grade level teams and to do this by the end of the second marking period. SBPT members will sign off on these item suggestions once they are included in the SCEP. We can change the form per department goals. We can revisit this form and it is a work in progress. Teachers want to create smart goals to carry out the goals of the SCEP within the departments listed in the SCEP. What actions/smart goals can teachers create within their departments. ● Timeline for Action Items. After we have a chance to review administrators feedback about our suggestions we will meet in subgroups next week. We will do these action items at the start of the next marking period.
4:00-4:10	10 minutes	<p>Topic 4: Wednesday Schedule</p> <ul style="list-style-type: none"> ● Professional Development. In department meetings, teachers will create ideas to address goals in SCEP. ● On two Wednesdays that are not addressing the SCEP, send out Google Form to see what PDs teachers are interested in and who is willing to facilitate a workshop--i.e. Technology, SEL, etc. Mundorff will create and send out this form. ● Michael Latragna is hosting a PD on grading instead of team meetings this week. All are welcome.
4:10-4:20	10 minutes	<p>Topic 5: Scheduling: Enrollment and Staffing</p> <ul style="list-style-type: none"> ● What is the plan to minimize any instructional disruptions due to rightsizing and/or displacements? Mr. Latragna has adjusted classes and schedules after teachers were relocated. Classes will be right sized by the second marking period. Teachers with openings will be considered for helping out with other classes or tutoring. ● Virtual Learning is continuing until January. What is the plan moving forward with virtual learning. It depends on guidance from the district and change as needed. ● Current staffing is “solid” for the time being. No vacancies for core staff. There is a substitute currently for a health teacher until a certified teacher is located.

4:20-4:25	5 minutes	<p>Topic 6: Budget</p> <ul style="list-style-type: none"> ● Budget presentation to SBPT and Building Committee ● There is a generic budget. Beyond building supplies, there isn't approval for anything. There is a freeze in the budget because of the current financial situation. ● There is a freeze on basic teacher/student supplies such as the items we would get at Staples. Art teachers and science teachers, in particular, need supplies. Send an email to Mr. Smith and our secretary Veldra to see what they can do to obtain funding from outside sources. Donors Choose is a good option for science supplies and art supplies funding for donations.
4:25-4:40	10-15 minutes	<p>Topic 7: Instruction: Learning Plans, Virtual Evaluations</p> <ul style="list-style-type: none"> ● Communication with Staff (Email Updates, Use of Staff Bulletin, School-Wide Agenda for Upcoming Events) ● Staff feel "in the dark" about what is going on. Reed Mullen is considering a newsletter to distribute virtually. ● Can we put together virtual bulletin boards??? Then link this on our websites, google classroom, etc. Include a calendar with upcoming events. Be mindful of posting pictures of students by checking if there has been media consent by parents. (opt-out in PowerSchool). ● Staff wants a central location for information versus the onslaught of emails. Virtual announcements that have important links. ● Administrators are working on this. This could be a weekly communication on the intranet.
4:40-4:45	2-3 minute update	<p>Topic 8: Committees</p> <ul style="list-style-type: none"> ● Braiman to form sub-committee (Signorino, Cameron) ● Committee Form <p>We need SBPT liaisons for each of the committees. Review and assign yourself as a liaison to a committee to report back to SBPT. We need a virtual learning/ideas committee added to this form. Add details to committees regarding virtual learning. Members will look over the form and add any suggestions. 2 weeks to finalize</p>
4:45-4:50	5-7 minutes	<p>Topic 9: Clubs</p> <ul style="list-style-type: none"> ● Update? No funding for clubs due to the budget crisis at this time. ● What about the clubs such as Yearbook that are covered in the contract? (Still no funding) ● Outline of the roles and procedures for Student Government (Crans) ● Five members of Student Government--Fabiana Torres and Nayeli Ortiz are the SBPT student representatives.
4:50-4:55	3-5 Min	<p>Topic 10: Parent Report</p> <p>Copy of Parent Report Re SBPT MEETING 11.03.2020.docx</p> <p>Roc Covid Challenge--Need 150 people to register by November 20 and we can get \$500 for our PTO. Open to all Monroe County residents. Then we can be considered for winning more funding for the PTO. We currently only have 21 people!!! Reach out to all adults you know in Monroe County!</p>

		<p>Engaged Parents/Padres Competidos. Free 9 week training. Starts 11/30 and goes until February. Need presenters from social work and counseling.</p> <p>PTO Meeting next week 4-5pm.</p>
4:55-5:00		<p>Topic 11: Other</p> <ul style="list-style-type: none"> • Virtual Assemblies--Grade Level assemblies to build community on particular days. How would we implement this virtually? This is in the planning stage. If there is approval, it would be in the virtual learning committee. It would be a good way to celebrate students, not just students who have passed. • Spirit Week--To build camaraderie and community. Also, something for virtual learning committee or PBIS?
5:00 STOP		<p>APPROVE MINUTES</p> <p>Next Meeting Topics:</p> <p>Date: 12/1/20</p> <p>Agenda Development: Groff and Obi</p> <p>Roles:</p> <ul style="list-style-type: none"> • Facilitator: Krug • Timekeeper: Soprano • Notetaker: Corrine Mundorff • Technology: Erin Obi
		<p>Minute Approval: Brianna Alexander- approved Erin Obi- approved Stacey Signorino-approved Nancy Braithman--Approved Corrine Mundorff - Approved William Holmes--Approved Vanessa Crans- Approved Siomara Lorenzo Anthony Rotoli Approve Nayeli ortiz Fabiana Torres</p>
		<p>Soprano-approve Howard Krug--approve Smith-approve Gayle Cameron -approve Teresa Lawrence - approved</p>