School Based Planning Team Meeting Minutes

Aug. 24, 2017

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| **Topic** | **Discussion Notes/Action Item** |
| **1** | District Goals | District goals were shared:5% decrease in absentism10% decrease in suspensions for all subgroups10% increase in proficiency NYS ELA and math10% increase in 4-year June graduation rateWFA SBPT will ensure the SCEP goals are aligned with District |
| **2** | Day/time/frequency of SBPT meetings and Ground Rules for the year | * Team agreed to meet last Monday of every month @ 2:15 in staff lounge
* Team agreed to rotate Facilitator responsibility by constituency; Constituency that is facilitating is also responsible to bring snack. ☺
* Ms. Purver volunteered to take minutes in the past; Dr. Matthew will ask her to continue in that roll. The minutes will be taken “live” with smartboard and sent out immediately following the meeting;
* Minutes will be posted on school’s website; the next meeting’s agenda will be determined at each meeting.
* Dr. Matthew will send out agenda one week prior to SBPT meeting; staff, parents, or administrators can suggest agenda items.
* SBPT meetings are open to everyone TO OBSERVE ONLY; you must seek prior approval to address the team as an agenda item/speaker;
* Ms. Brown will help Ms. Francis create an email group for parents to communicate meeting information.
* Three parents are currently on SBPT: LaKiesha Colon, Deidre Irvine (alternate), Bula Patterson, and Aiza Carden.
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| **3** | Team support for curriculum suspension  | * Dr. Matthew explained the observation/classroom walkthrough process for the 2017-2018 school year.
* First month of the school will be focusing on building relationships and community.
* Dr. Matthew explained the PD plan and shared the calendar
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| **4** | Team notice of 7th/8th  Grade learning centers | * Dr. Matthew discussed an initiative to move toward a workshop instructional model with an emphasis on implementation of centers at the 7th/8th grade level.
* Team was supportive of that and Ms. Dearring shared would work with the math department on supporting the design
* Kidney tables have been purchased for every 7th/8th grade classrooms.
* Discussion about alternative seating for students (Dearring)
* PD occurred on 8/23 with School 28 with plans to continue the partnership with their 6-8th grade teachers
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| **5** | Other: Support funds for interventionIncrease communication with parents | * Discussion of funds that will be coming to schools to use for intervention supplies. Funds are for Title I funded Intervention Teachers.
* Ms. Brown mentioned the new upcoming RCSD App for teachers and parents to use on smart phone.
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| X=Present **ATTENDANCE** |
| X | LoWan Brown | Admin |  | Nancy Gossin  | Teacher |
| X | David Dorsey | Admin | X | Cassandra Dearring  | Teacher |
| X | Deasure Matthew | Chair | X | Michael Iodice | Teacher |
| X | Pamela Francis | Parent Liaison |  | Hannah Webster | Teacher |
| X | Aiza Carden. | Parent |  | Amanda Purver  | Teacher |
| X | Deidre Irvine | Parent |  |  |  |