**School –Based Planning Team Minutes**

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| Present: S. Murrell Dilbert, R. Hawkins, K. Elliott, L. Fox, L. Wess, D. Quamina, D. Harrell, Cheryl Wheeler  Excused: B. Moroni, K. Hooker, N. Cave, Ms. Collins, Ms. Houston |

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| **Timekeeper** L. Fox | **Facilitator** Spafford | **Minute Taker**  Spafford |

**February 27, 2019**

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| **Agenda Items** | **Minutes** | **Notes** |
| 1. Celebrations | 5 | Black History celebration was off the hook!!! Step Team killed it!! Nice to celebrate with both schools. Big parent turn out!  Day of Gratitude was a big success.  Math team displaying and recognizing students for math growth. |
| 1. Approval of Minutes | 10 | Correction needed. We monitor through Aims web not NWEA change old minutes to reflect change  Zearn was questioned about fidelity. Can’t be mandated but highly recommended. If using it, use it with fidelity  Our designation is Targeted School Improvement (TSI) – We are targeted for our Hispanic population in attendance, suspensions and NYS Assessment scores. |
| 3. Suggestion Box | 2 | It is suggested that a suggestion box will be placed in main office. Missing one from copy room |
| 4.Building vs School Based | 2 | Building issues go to Lavonas or Marsocci  School Based issues go to team members mentioned above |
| 5.Zearn | 10 | We need the workbooks. Students engaged and excited when it is presented in this form. Chief will be asked for funding to support this endeavor. Great program that needs to be supported. Admin will push. |
| 6.Parent teacher conferences |  | Next week is parent teacher conferences. Tues March 5th “A Night to Remember”  Food, vendors, activities will be a part of the evening.  Mrs. Quamina will make robo- call  Ms. Harrell will have students make invitations |
| 7. TSI Designation | 5 | Our designation is Targeted School Improvement (TSI) – We are targeted for our Hispanic population with attendance, suspensions and NYS Assessment scores |
| 8. Positive Communication to parents | 10 | Challenge the staff to contact 1 parent a day for a positive call. Focus more on the positive and not just the negative. Students feel we only call for negative situations. Communication is the key to fostering relationships. We will mail positive letters/communications home to parents.  Ms. Quamina designed a positive post card that can be mailed home. |
| 9. Harvest Bible Church Ministry | 8 | They gave every student a book bag filled with supplies at the Back to School Orientation.  They want to fund something specific for our students. Possible field trips, books for book carnival, money for carnival bounce house, etc. |
| 10. PD Proposals |  | Passamonte & Kurtz need to re-submit PD Requests on updated form. |
| 11. Pulse Check Self Assessments (DTSDE) | 5 | Look through documents after we get our evaluation. Homework to read documents and give feedback. 3 goals set. |
| 12. Transfer Day |  | Last day for Teacher Transfer day application is March 22 |
| New Business |  |  |
| Next meeting Date: April 24, May 15, June 12  Timekeeper: Dwana Harrell  Facilitator: Dale Spafford  Minutes: Raquel Hawkins | | |