

School-Based Planning Team

Date: 09/18/2024

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23/Microsoft Teams

Facilitator: Katie

Timekeeper: Gabby

Note taker: O'Hara

Norms Tracker: Cheril

Members Present: Katie Yarlett-Fenti, Cheril Passamonte, Megan O'Hara, ~~Jamie Klotz, Danielle King, Katherine Clark-Walter, Kristin Waxmonsky, Robin Goldberg~~, Gabby Lahoda, ~~Norman Fearington, Patricia McKinney, Carla Roberts~~

Guests:

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates		Status
		Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none"> Welcome New Members Assign Times & Roles (Standing) Review Norms (Standing) PD Approval (Standing) Events Committees Title 1 Funding NYS Assessment Scores School Improvement Plan Being a Writer New Business 	Facilitator			
		Topic: Assign Times and Roles NOTES: <ul style="list-style-type: none"> Done 	Facilitator			
		Topic: Review Norms NOTES: <ul style="list-style-type: none"> Take an inquiry stance Ground statements in evidence Assume positive intentions and take responsibility for impact Stick to protocol and hear all voices 	Norms Tracker			

		<ul style="list-style-type: none"> ● Start and end on time ● Be here now ● Expect non-closure ● Expect discomfort in the service of learning 				
		<p>Topic: PD Approval</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● N/A ● Staff was paid 6 hours for Summer Institute PD ● Staff was paid 1.5 hours for Meet & Greet/Back to school Bash ● Remaining hours are being sorted out 	Katie			
		<p>Topic: School Committees</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● https://docs.google.com/spreadsheets/d/1GBb79tk92-0W3dYrXwZ9e7CRa656Ne4hMf9z5uvhFpQ/edit?resourcekey=&gid=1821497270#gid=1821497270 ● Form with all school events was emailed to staff; staff was asked to sign up for desired events. ● 17 people filled out the form (estimated 52 staff members) ● We should resend in next weeks newsletter ● No one signed up for the houseday event; we would love feedback for how to better run this event. Going to send an anonymous open ended form on how we can better organize house day to make it a manageable event to run. 	All			
		<p>Topic: Title 1 Funding</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● Form Submission - Events ● We have in passed years have received money from title 1 funding that we use at our family events (Heritage peace dinner, etc) ● This year will be slightly different; we will use for 	All			

		<ul style="list-style-type: none"> ○ Open house ○ PTA meetings ○ Piece of Africa ○ Heritage Peace Dinner ● During these parent engagement events, families will receive information and resources regarding the school and community ● Renaming of the heritage peace dinner to “Unity in Diversity Event” 				
		<p>Topic: 2024 NYS Assessment Scores</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● https://drive.google.com/file/d/1HMa2CwXyZCL9a2e9idiie4g3XRmF8fKJ/view 	Katie			
		<p>Topic: School Improvement Plan</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● https://drive.google.com/drive/folders/1oFaD8ru5_smZrBk7FOXlYi-xzogaUSxF 	All			
		<p>Topic: Being a Writer</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● https://www.collaborativeclassroom.org/programs/being-a-writer/ 	Katie			
		<p>Topic: New Business</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● N/A 	All			
		<p>Topic: Agenda for Next Meeting Oct 16th @ 3:30</p> <p>NOTES: Next meeting</p> <ul style="list-style-type: none"> ● Assign Times & Roles (Standing) ● Review Norms (Standing) ● Approval of Minutes (Standing) ● PD Approval (Standing) ● Committee Meeting Updates (Standing) ● SIP Updates ● New Business (Standing): <ul style="list-style-type: none"> ○ 	All			
		Discuss what worked well about this meeting and what we would like to change next time				

		Plus +	Delta Δ	
		<ul style="list-style-type: none">● Ended Early● Loved it! This is going to be a great committee!	<ul style="list-style-type: none">● Low attendance●	