

Date: 05/15/2024

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23/Microsoft Teams

Facilitator: Howland

Time keeper: O'Hara

Note taker: Jenn Rothfuss

Norms Tracker: Patricia

Members Present: Katie Yarlett-Fenti, Jen Rothfuss, ~~Jamie Klotz, Danielle Carlson~~, Sheila Howland, Megan O'Hara, Ben Edwardsen, Jonathan Marsh, Patricia McKinney, ~~Carla Roberts~~, Paula Bryant

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30		Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none">● Assign Times & Roles (Standing)● Review Norms (Standing)● PD Approval (Standing)● Faculty/Committee Meeting Updates● School Improvement Plan● New Business	Facilitator		
3:32		Topic: Assign Times and Roles NOTES: <ul style="list-style-type: none">● Done	Facilitator		
3:34		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● Start and end on time● Be here now● Expect non-closure● Expect discomfort in the service of learning	Norms Tracker		
3:46		Topic: PD - Sup's Conference Day NOTES:	Katie		

		<ul style="list-style-type: none"> ● Staff called to score the NYS Math Test will be off-site. ● Teachers attending LETRS training will be off site. ● All other staff will be at their required locations that day per the Sup’s Conference Day Landing Page. ● Any remaining staff members not already assigned to a session will meet in the Library and engage in the virtual viewing of Principal Baruti Kafele’s keynote, "Just One Educator Can Completely Alter the Trajectory of a Child." This will be facilitated by administration. 			
3:47		<p>Topic: Faculty/Committee Meetings Updates</p> <p>NOTES: We need to begin thinking about how to work smarter, not harder and that people have a role. How do we get committee work to be more equitable, efficient, and workable for all staff members?</p> <p><u>Building Relationships</u></p> <ul style="list-style-type: none"> ● House Day (May): Met today to review house families and logistics for the day. We will have both inside activities and outside activities, and the event should last from 8-10 AM on Thursday, May 23rd. ● 5th, 3rd and 6th grade teachers responded to Boutin’s email. Waiting on others. ● Two Houses in-building (45 minutes)- younger students will participate in small groups across houses for team building K-6. ● Two Houses outside (45 minutes)- Kickball tournament and field day activities. ● Patricia is sending an email out to staff today or tomorrow. ● Ubuntu has enough adult coverage. ● Heshima is short of adult coverage. ● Beneficus is short of adult coverage. ● Kuaminika has enough adult coverage. ● 5th and 6th Grade student leaders will also help support coverage. 	All		

- ALL HANDS ON DECK!

Student Equity & Engagement

- Planning the next PBL showcase for June 11th from 4:30-5:30. The design will follow the “Night at the Museum” format. Families will tour the building acquiring stamps as before.
- Save the Date Flyer went out and another will go out a week before the event
- 5:30-6:30 is the End of Year Picnic sponsored by the PTA
- Hoping teachers stay for the entire event.
- There is no specific/necessary theme that needs to be followed.

Data Wise

- Supporting SBPT as they work on the 2024-2025 SIP.
- Visible Learning PD was held on April 27th helped shape the vision of what good learning looks like. We were able to “norm” based on our current SIP and able to plan for the next year.
- Collecting data based from multiple sources to drive the commitments we will be creating.
- ELA Team met to work on data-based commitments, edited following the math meeting.
- Math Team met all day and created our math commitments based on data.
- Academic Culture Team will meet soon: tentatively Roberts, McKinney, Yarlett, and Rothfuss
- NYS Assessments Update (Grades 3-6):
 - All assessments have been completed.
 - 3 sixth grade students will be taking the Algebra 1 Regents in June.

Community Excellence

- Revisit having Lion’s dens or suggesting that House days be on ½ days and possibly do drawings (90% or higher) for

		<p>highest attendance next year</p> <ul style="list-style-type: none"> ● For the May Lion’s Den we will do the drawing for the attendance pizza party winner as this is the last pizza party ● Celebrations for Moulton and Carlson are in the works ● Raising donations for Sunshine Committee to \$25 due to inflation 			
<p>4:07</p>		<p>Topic: 2024-2025 SIP</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● Review Draft SIP Commitments in both ELA and Math ● Review SIP Checklist <ul style="list-style-type: none"> ○ The Team is moving along according to schedule. They need to wrap up the Student Interview piece. ○ From May 25th through the end of June, we will have created a vision for change, action planning, outline how we will measure our progress, etc... ○ Ultimately the SIP needs to get before parents to receive feedback and make sure we are on track for next year. ● SIP Leadership Team: Yarlett-Fenti, Burton, Swick, Mcinerney, Passamonte ● Equity Survey ● Student Interviews <ul style="list-style-type: none"> ○ 6th Grade ○ 5th Grade ○ 4th Grade ○ 3rd Grade ● Literacy Focus Area: <ul style="list-style-type: none"> ○ Grade Level Texts and Tasks: We want our students to be challenged with grade-level content and use the intervention time to provide remediation and enrichment. ○ Applying for a grant to purchase the “Being a Writer” program to support our rationale. ○ Master Schedule is being looked at to break the 90 minute block 			

		<p>into two 45-minute blocks, one focused on reading the other writing.</p> <ul style="list-style-type: none"> ○ RTI time will be targeted to meet the needs of all learners, not just those needing remediation. ○ Close Reading, Writing conferences, constructive feedback, and mental models for our students. ○ We will review math at the next meeting ○ Academic Culture will be tentatively ready to go at the next meeting as well. 			
4:25		<ul style="list-style-type: none"> ● Equity Self-Reflection <ul style="list-style-type: none"> ○ How are we doing with the culturally responsive framework & environment? ○ Review SBPT results. Used results to gather ideas for SIP. ○ After reviewing survey we decided to focus on assessing the school climate three times per year, implementing anti-racist curriculum at grades 4-6, establishing an inclusive space, embedding opportunities for anti-racism, inclusion, power and privilege curriculum units to develop independent thinkers, integrating current events, encouraging students to be exposed to multiple languages, creating professional learning communities, and providing training for staff in equity, inclusion, and diversity. ○ Team will fill out chosen priorities to improve upon on survey ● Student Interviews (Grades 3-6) <ul style="list-style-type: none"> ○ 3rd Grade Responses ○ 4th Grade Responses ○ 5th Grade Responses ○ 6th Grade Responses ● Student Survey (School Climate Survey) <ul style="list-style-type: none"> ○ Optional again, but information 	All		

		<p>gained is quality.</p> <ul style="list-style-type: none"> ● Parent Survey (School Climate Survey) <ul style="list-style-type: none"> ○ We had a small number of responses at the district level. Our school is considering putting out their own in a variety of formats. ● Staff Survey (School Climate Survey) <ul style="list-style-type: none"> ○ This form will be sent using paper for anonymity purposes. ○ The sub-team will look over the surveys with an eye for improving the feedback and making it more useful. ● SIP Exemplar ● <p>Topic: New Business</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● Field Trip Medical Forms: Communicate that the only time a parent needs to fill out the form again is if there are changes. Put a check box or highlight. ● Generative AI: Librarians have been doing a lot with this. “Digital Detectives.” Starting to look at media and how we engage with it to work on “fact checking” what is human created and what is AI and why? Who is behind it and can access it. The Librarians are ON IT! 			
4:28		<p>Topic: Agenda for Next Meeting May 29th @ 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) ● Faculty/Committee Meeting Updates (Standing) ● SIP Updates ● New Business (Standing): <ul style="list-style-type: none"> ○ Generative AI ○ We’re a month behind the school climate data being shared by RCSD. 	All		
4:29		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">• A lot is happening at School 23!• We were all here and now. 😊	<ul style="list-style-type: none">• Started and ended late