



*Anna Murray-Douglass Academy*  
*School No. 12*

**Vision: Achieving Greatness Together!**

**Mision:** We at Anna Murray-Douglass Academy, No. 12, will walk our path of learning with high integrity. Our bond to each other will be built on authentic relationships that acknowledge who we are and propel us to greatness. Our efforts will focus on lifting each other up as a united community. We will work together to grow each other in becoming responsible, happy, kind and compassionate human beings.

## School Based Planning Team

### Roles and Responsibilities

- Leader/Facilitator: John Gonzalez (to clarify, he may be the facilitator, but does not always have to be)
- Time Keeper: Lisa Eckardt-Nevol
- Norm Tracker: The entire team
- Minutes: Teresa Lopez

### Our SBPT Norms

#### Group Agreed Norms:

- Agree to start and end on time
- Meeting dates and times--once a month 2:30-5:00, 2nd Tuesday of the Month
- Rotate a snack, 3 people bring a snack (sign up list will be sent separately)
- What's said in SBPT, stays in SBPT (unless constituent engagement is required)
- Come prepared having looked at/completed action items
- Minutes-how do we disseminate?
  - Send to all members
  - Members will respond with email approval
  - After member approval, minutes are posted on the website and shared with school community
- Stay present, no side-bar conversations
- Be respectful
- Our goals are academic based. We should be able to quickly refocus and be open to refocusing our attention.
- Time keeper can say we need to finish or call for a vote to extend time for certain topics

#### When Norms are broken:

- We are going to all be held accountable for agreed norms and feel free to stop or be open to hear that something may have crossed a line.

Meeting Date: May 28, 2020

Attendees (Marked with a ✓)

✓ Sue Allen	✓ Connie Casteneda	✓ John Gonzalez	✓ Anthony Matela	<input type="checkbox"/> Janine Rella
✓ Amy Balaban	✓ Margaret Crowley	✓ Faith Hart	✓ Erica McGraw	✓ Jeanne Robillo
✓ Kearstin Brown-Warren	✓ Lisa Eckart-Nevol	✓ Teresa Lopez-Jones	<input type="checkbox"/> Christine O'Connor	✓ Kristina Telles
✓ Petrita Alicia-Cipolla	✓ Katie Trepanier			

SBPT Guest(s): Llerena Searle, Emily Kimmel

Agenda Items

Action Items and Point People

AGENDA

1. Review Norms (2min) – standing
2. PDI Request Approval-Standing
3. PTA Update-Standing
4. [SCEP Writing Process](#)
5. [20-21 SCEP Template](#)
6. SCEP exemplars
  - a. [Color Coded](#)
  - b. [CA Exemplar](#)
7. [Myview Learning Lab](#)
8. Feedback from [SCEP teams](#)
9. [SCEP Planning Page](#)

- Introduction of new members and teachers.
2. How do we sign a PDI request while meeting virtually? **John will check on this**
  3. Fundraiser at HippoCampo books. There is a link available for Facebook.
  4. See document for more information. John will send out to the team ideas for evidence-based interventions.
  5. NYS determines our goals (see document) SBPT as well as other Academic teams (and anyone who is interested) must be part of the writing of the SCEP. Each meeting where the SCEP is being worked on must be documented (Date, people and what section was worked on) and that information must be placed in the document. Lead person of each team will document meeting information. We must sign the SCEP but we will address the actual signing of it during COVID times when that time comes. Individual teams will want to go over Evidenced-based strategies to show what will be done for each section.
  6. Exemplars  
The color coded version has root causes in different colors and then action items in corresponding colors to address each root cause.

Think about color coding as you are writing your section of the SCEP.

Action items can be things admin does, things SBPT does, things teachers do. Anything that could positively address the root cause.

Do we have to have the same amount? **No, but we should have a progression and we should have more detail about what we will be doing.**

#### 7. MyView Learning Lab--District Based Initiative

Teachers will be asked who is interested in participating in the learning lab classroom experience.

Please read the document for further details.

How many classrooms? **2 in the school, preferably one elementary and 1 at the middle level. Should we also have a bilingual? This is not mandated and will be done by participation.**

Find out what happens to videos and have a waiver for parents to sign about having their children on video.

SBPT would push this out to teachers ASAP so that we can ask teachers if anyone is interested.

#### 8. SCEP Team Feedback

There are 4 teams. Each team is working on a different section of the SCEP.

Please review document to see the primary teams that will meet to work on specific sections of the SCEP.

Survey team has met with other meetings from their Academic team. Peters added to the SCEP team.

All teams will share feedback during extra SBPT meeting times 6/1, 6/3, & 6/8. We will review and refine the ideas of each team at the aforementioned meetings.

**Katie, Faith, Margaret and Jeanne will be the ones adding to the SCEP Template to document times met working on each section.**

#### 9. SCEP Planning Template

This is what ILT has been using to work on the ELA and Math goals.

There has been a lot of change in the Shared Governance Structure since the beginning of the school year (budget cuts and the school closure). We

	<p>will need to make some changes to this for the next school year. Possibly adding a Tech Team to this governance system. Could we have a separate SEL/PBIS team? Consider the shared governance system. Add to the next (non-SCEP related) SBPT meeting.</p> <p>Next Meeting: 6/1 @ 3pm Review and feedback of ELA and Math portions of the SCEP</p> <p>Next (non-SCEP related) Meeting Agenda: 6/24 @ 2pm Shared Governance Structure PD Plan SBPT Members-Send out an interest email about open positions first week of June. SBPT members contact Connie about whose 2 years are up and whether you want to continue on SBPT.</p>
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Meeting Date: May 11, 2020 APPROVED

Attendees-J. Gonzalez, M. Crowley, F. Hart, K. Trepanier, J. Rella, K. Brown, T. Lopez-Jones, J. Robillard, L. Eckardt-Nevol, E. McGraw, A. Matela, C. Castaneda, P. Alicea-Cipolla, T. Bollino, L. Murty, C. Coniglio, C. Gooch

Agenda Items	Action Items and <b>Point People</b>
<p>AGENDA</p> <ul style="list-style-type: none"> <li>• Data Informed Decision Making (AMDA12 Data Analysis/ Instructional Leadership Team)</li> <li>• SCEP-ELA &amp; Math Goals</li> <li>• 2020-2021 SCEP Development</li> <li>• Kindergarten student placement</li> <li>• Transfer Day Rankings</li> <li>• Looping Discussion</li> </ul>	<p>GENERAL INFORMATION</p> <p>Math SCEP goal is slightly off track and the template is changing slightly. Goals are not changing because of COVID-19 and where our school is, those things are not changing. There are no specific parent-centered goals and we would like to address that.</p> <p>INSTRUCTIONAL LEADERSHIP TEAM REPORT</p> <p>It was originally devised with grade-level reps. Changes had to be made because of staffing changes, but we are back to what we originally envisioned. PowerPoint shared by ILT <a href="#">Assessment Projections</a> (note: there are specific ELA data if you click the squirrel in the PP. Workshop model slide has links to show what the classroom structure support looks like)</p>

- Do we have a reason for the Winter dip? It is being assessed. One thought is whether there was enough in-class support, especially for the SPED classrooms.
- There wasn't continuity of learning before testing happens because testing happens after winter break.
- Are students tracked from grade to grade? Yes there are NWEA reports for that.
- Has there been more in-depth analysis in testing scores for students who had an interruption with their teachers? We will, but hasn't happened as of yet. This is part of next steps.
- Can this data be sent home after the test, does this happen at the end of the school year? Can families have all of this data sent home sooner? All of this information can be found for the school data.nysed.gov. Also the data in the PP is about proficiency. Teachers do/should be sharing individual growth with parents.
- Many proficiency dips are in the middle school grades. How can we address this?
- Can someone present this information at the PTA meeting on Thursday 5/14 at 6pm? Tammy and Laurie will present.
- Grade 5 used an interactive notebook which students could return to and use for guided math lessons. Having this structure gave students the tools to have a step-by-step process when testing.
- This information is important for us to move forward with our SCEP.

#### SCEP

-How should we assess and revise for 2020-21 school year?

Teams to assess and revise SCEP goals (include John in these meetings):

ELA/Math- **Trepanier, McGraw, Matela & Lopez-Jones**

Suspension Goal- **Hart, Balaban, Brown-Warren**

Attendance- **Allen, Cialini, Eckardt-Nevol, Crowley**

Survey- **Castaneda, Telles & Robillard**

The new template has not been released yet. Deadline is May 29th but that is subject to change. Do we have questionnaires to look at from parent nights? **S. Allen should have them.**

KINDERGARTEN STUDENT PLACEMENT

	<p>District has not run the lottery, no new information about it.          What's the expectation once students do come? HOLA usually does screening and Balaban and Hrankowski do screening of gen Ed.          Being added to grade-level agenda to discuss screening.</p> <p><b>TRANSFER DAY RANKINGS</b>          There were interviews done in many tenure areas throughout grade levels. Each tenure area has ranked individuals.</p> <p><b>LOOPING</b>          This will be offered as an option on a voluntary basis. Even if you would like to there has to be consideration about other grade level members that may not want to or certification requirements.          Has anyone expressed interest in the grade level form? Yes, but not sure yet if they will be able to do so.</p> <p><b>ADDITIONAL QUESTIONS</b>          Any more knowledge on staffing/Pre-K?          Building committee went over where Pre-K could be placed. People will have to move. People will know grade-level assignments by this week and whether they will have to meet.          We will receive information either Tuesday/Wednesday about retrieving items from the building for both staff and students.</p> <p><b>NEXT MEETING: May 28th at 3:30</b></p> <p><b>NEXT MEETING AGENDA</b>          Feedback from SCEP teams</p>
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Meeting Date: April 16, 2020 APPROVED	
Attendees-, T. Lopez, J.Gonzalez, C. Castaneda, K. Telles, L. Eckardt-Nevol, P. Alicea-Cipolla, J. Robillard, E. McGraw, F. Hart, S. Allen, C. O'Connor, A. Matela, K. Trepanier, J. Rella, M. Crowley	
Agenda Items	Action Items and <b>Point People</b>
<b>AGENDA</b> <ul style="list-style-type: none"> <li>Teacher Transfer Process Continued</li> </ul>	Teacher transfer process <ul style="list-style-type: none"> <li>There was discussion of previously known transfer interviewees.</li> </ul>

- NYS visit and SCEP Information
- Looping Continued
- Planning for 20-21
  - SCEP Plan
  - Master Schedule

- Proposed dates for interviews 4/20, 4/23 4/24. SBPT members have been attached and a general call out to the rest of the staff will be invited to join as needed. (John will contact interviewees and staff)
- Faith will work on the interview questions and send out to the team for final review.
- If we don't rank the candidates, these open slots will be left open for transfer day.

#### SCEP Information

- NYS visit and SCEP training happened today. There will be no formal SCEP training for the SBPT but there will be minor changes.
- NYS is not suggesting that we change anything about our SCEP, but continue the work.
- The latest version of the SCEP will be placed in the drive for members to look over. Come up with any questions and start looking forward to the following school year (ALL MEMBERS).
- July 15 is when the SCEP is due, right now. Based on current situation, this is subject to change.
- NYS frequently comes in and changes the SCEP. What provisions will be made to make sure that our SCEP will not be gutted as it was this school year? We will look into adding the goals that were taken out this year into this new model for the 20-21 year.
- We will receive ongoing guidance from the state to review the SCEP as we are writing.
- Informal Feedback
  - We are on track for all goals except math based on NWEA.
  - The bar was set at a 75 percentile and many students met that goal and those that were slightly below were not counted in the NYS data but they should have been.
- NYS was impressed with our distance learning. We were able to show concrete evidence of how we are maintaining contact with our students academically, social-emotionally, and continuing professional learning.
- There were no ASAP items but we will get a more detailed report of what we can continue and possibly enhance.

#### Master Schedule

- We received input from staff about the master schedule and we've begun work with the central

office. This cannot seriously be continued until we find out budget and staffing.

#### Looping

- Janine is working on something to provide to parents on Saturday.
- PTA zoom meeting saturday 4/18 at 10:30
- Kindergarten will not loop. It is a separate certification that many may not have. Also, teaching kindergarten is a different set of skills that is not easy to mix up.

NEXT MEETING May 7, 1pm

Kindergarten student placement

Transfer Day finalization

Looping

SCEP-ELA goal

Katie & Co. will present data on ELA and math for SCEP

- Kindergarten student placement
- Transfer Day Rankings
- Looping Discussion
- SCEP-ELA & Math Goals
- Data Informed Decision Making (AMDA12 Data Analysis/Instructional Leadership Team)
- 2020-2021 SCEP Development

Meeting Date: April 9, 2020 APPROVED

Attendees-, T. Lopez, J.Gonzalez, C. Castaneda, P. Alicea-Cipolla, E. McGraw, A. Balaban, F. Hart, L. Eckardt-Neval, J. Robillard, S. Allen, M. Crowley, C. O'Connor, A. Matela, K. Trepanier, J. Rella, K. Telles

Agenda Items	Action Items and <b>Point People</b>
<p>Agenda for next meeting on 04/09/20</p> <ul style="list-style-type: none"><li>● Student Academic &amp; Social Emotional Support Plan</li><li>● PD Plan for remainder of 19-20 SY.</li><li>● Teacher Transfer Process</li><li>● Looping</li><li>● Planning for 20-21<ul style="list-style-type: none"><li>○ SCEP Plan</li><li>○ Master Schedule</li></ul></li></ul>	<p><b>Please note to remind staff they are able to see minutes through the shared drive.</b></p> <p>Was the mindfulness PD resolved? According to John yes, but it has not been reflected as of yet.</p> <p>Shared Governance Report Out</p> <ul style="list-style-type: none"><li>● School out for 3 weeks and we have been working together diligently to make sure students are receiving instruction. Work is evenly distributed in the staff.</li><li>● A lot of communication has come in from parents that were asking for instructional materials and we were able to give that to students Friday. They will be replenished as needed.</li><li>● Parents feel that not enough packets are being provided. Second/fifth grade needed more, but more are needed.</li><li>● The hotline is telling parents to go to distribution centers to receive packets rather than helping parents access online materials. AMDA has its own tech survey, teachers should share that with parents to receive help directly from AMDA.</li><li>● Packets given out to AMDA students were developed by AMDA staff. The virtual lessons at the district level are something different.</li><li>● AMDA packets are only available at Frederick Douglass Rec Center.</li><li>● Specials will be meeting with F. Hart</li><li>● Parents are having difficulty with Zearn.</li><li>● On the AMDA distance learning website, each grade level has a link to access the packets that have printed and are available at the Rec Center. Parents can print them for themselves.</li><li>● Teachers need to tell the point person what they would like to add to the website for when the tech team meets every Friday.</li></ul>

- While students have been receiving chromebooks. Mi-fi's have all been given out and will be provided at a later date.

#### PD Plan for the Remainder of 19-20 Year

- Revised based on where we are now and district initiatives. They were mapped out based on SCEP goals.
- See here [Virtual PD Plan](#)
- Every school in the district will be engaging in work on the Next Gen standards. The state has released a change in implementation because of COVID.
- What data is being discussed now that there are not children standing in front of us? The district may be using 18-19 data. This is still an ongoing development.

We still have a virtual meeting with the state. John will be sending out information and interest in being part of a focus group.

#### Teacher Transfer Process

- What is our screening process?
  - Questions sent out and if questions are not answered, they were screened out.
  - We could get together in a week to weed out candidates for interviews.
  - SBPT could screen based on tenure area.
- What will our interview process look like?
  - Admin, staff and parents were in a group to interview with a list of questions.
  - Interviewees will be ranked based on a point system.
- How will interviews be conducted?
  - These are opened up to the whole school for interview teams.
  - We feel we should send out AMDA personalized interview questions.
  - Can these teams be grade-level appropriate. We could create these teams based on projected openings.
- John will reach out to Gwen for the interview process questions and send out dates to staff for interviews.
- Transfer process needs to happen by May 8.

#### Looping

- Staff received simple survey about looping. 57.9% were for 42.1% against.

- 3rd grade was against because of the grouping of students and behavior issues.
- Multiple grade levels feel it would be difficult learning new grade level materials.
- Some teachers would be willing to continue with their classes with minor adjustments.
- When bilingual loops some students should be broken up.
- How do you deal with a situation where students have looped and there is a disconnect between student and teacher? Having an “opt-out” choice for parents.
- Parents need to be given information on this and be provided the opportunity to voice their opinions.
- Rather than SBPT making this decision on behalf of teachers. Teachers should be able to vote on whether this will happen.
- John will decide on some type of forum for parents to share their opinions.
- Possibly the entire 7th/8th grade team would loop with students.

Next Meeting: Thursday, 4/16 at 1p

AGENDA

- Teacher Transfer Process Continued
- Looping Continued
- Planning for 20-21
  - SCEP Plan
  - Master Schedule

Meeting Date: February 25, 2020 APPROVED

Attendees-, A. Balaban, A. Matela, K. Telles, J. Robillard, J. Gonzalez, C. O'Connor, C. Castaneda, L. Eckardt-Nevol, Faith Hart, K. Trepanier, E. McGraw

Agenda Items	Action Items and Point People
<ol style="list-style-type: none"> <li>1. Review Norms (2min) – standing</li> <li>2. PDI Request Approval-Standing</li> <li>3. PTA Update become a standing agenda item</li> <li>4. RTA Update</li> </ol>	<ol style="list-style-type: none"> <li>1. Approval of Autism Classroom PD by all.</li> <li>2. Presentation of Intervention Coaches: Equity &amp; Excellence using data shows that mono-lingual classrooms are showing students are struggling</li> </ol>

5. Agenda Determination for Next Meeting-Standing
6. K. Trepanier report out about Intervention Team
7. Importance of Looping and departmentalization in 5th and 6th grade. Talk to your colleagues about these 2 things.
8. Invite 2nd grade teachers to talk about the growth in their classrooms and look at data.  
(A. Balaban)

in monolingual classrooms more than bi-lingual classrooms.

- a. Feedback has been given about there not being consistency with intervention teachers being present during WIN time. Admin asks that teachers communicate with them if there are inconsistencies with the supports that have been arranged.
  - b. Question about the students with focus with push-in services. The trade-off of learning as teams instead of pulling out to minimize distraction was the determining factor.
  - c. It was mentioned that 1st grade support for intervention is light; A first grade meeting was proposed.
  - d. Katie and Erica showed the deep analysis of student growth using F&P data. Students were each given a growth rate from Fall to Winter. This data is an example of determining which students receive additional intervention supports.
  - e. Erica explained the Ghost walks that are occurring for grades 2-8.
3. 2nd Grade report out: the teachers spoke about looping as being a factor to their success. They mentioned using the SEL Curriculum, Second Step, working with students on Growth Mindset.
    - a. The teacher love looping and the time that is saved with teachers and students already having relationships. The teachers spoke about parents and the relationships they have built. There is a challenge of learning the curriculum, but looping is a bigger benefit.
  4. Looping: we discussed the advantages of the looping to the student and the possibility of different factors playing into this idea of looping if this was something to happen in the future.

PTA Update:

Agenda for next meeting on 04/09/20

- Student Academic & Social Emotional Support Plan
- PD Plan for remainder of 19-20 SY.
- Teacher Transfer Process
- Looping
- Planning for 20-21

- SCEP Plan
- Master Schedule

Meeting Date: January 21, 2020 APPROVED

Attendees- Gonzalez, A. Balaban, A. Matela, K. Telles, T. Lopez, M. Crowley, K. Trepanier, S., Allen, C. O'Connor, J. Rella, P. Alicea-Cipolla, L. K. Brown-Warren, C. Castaneda, K. Trepanier

Agenda Items	Action Items and Point People
<p>9. Review Norms (2min) – standing</p> <p>10.PDI Request Approval</p> <p>11.Shared Governance Report Out</p> <p style="padding-left: 20px;">a. School –Wide ELA &amp; Math Strategy</p> <p style="padding-left: 40px;">i. <a href="#">Article</a></p> <p style="padding-left: 20px;">b. African American Heritage Showcase</p> <ul style="list-style-type: none"> <li>· ASD Program</li> <li>· Smile Fund</li> <li>· PTA alignment to the SCEP</li> <li>· Parent Volunteer Update</li> <li>· PTA help with Parent PD</li> </ul> <p>12. Agenda Determination for Next Meeting</p>	<p>PDI Approval - FOSS PD was approved</p> <p>Shared Governance Report Out</p> <p>ILT</p> <ul style="list-style-type: none"> <li>• ILT has a new framework since the staffing changes.</li> <li>• <b>Reading about a Schoolwide Literacy Framework and Article linked to the side--ALL SHOULD READ</b></li> <li>• <b>Creating a common instructional framework will allow us to have common strategy/language through the school.</b></li> <li>• <b>A. Cipolla will share Spanish version about cubes.</b></li> <li>• This should be reported on at PTA.</li> <li>• <b>Speak with team members about RACE for a vote during the following SBPT meeting. PTA will speak with parents (Feb. 1).</b> Resources are available in the School 12 folder and will be copied to SBPT (<b>K. Trepanier</b>)</li> <li>• There are a Spanish resources for RACE.</li> <li>• Translation of Race Poster (<b>K. Trepanier</b>)</li> </ul> <p>AUTHENTIC RELATIONSHIPS</p> <ul style="list-style-type: none"> <li>• Working on parent survey. It is being translated.</li> <li>• Progress monitoring is moving along.</li> </ul> <p><b><a href="#">SCEP Progress Monitoring Report Out</a></b> this was created for the State review. But will be sent to everyone, parents included. <b>John will give explanation of pages.</b></p> <p>SOCIAL EXCELLENCE</p> <ul style="list-style-type: none"> <li>• Creating a plan to follow the social emotional learning.</li> <li>• Brought presenters for Academic Meetings</li> </ul> <p>ENGAGING LEARNING</p> <ul style="list-style-type: none"> <li>• Updated the SCEP</li> </ul>

Name change for African American Heritage Showcase to Black Culture Showcase. Feb. 28. ILT and Engaging Learning are working on this. Parent Survey about cultural responsiveness will be given during the showcase (Feb. 28)  
This showcase should be focused on Math and Science.

#### ASD

- It's an integrated model of students with ASD and cognitively normative students.
- Similarly to HOLA, ASD program has to fight for the maintenance of the program.
- Response from the district: they "recognize" the program but the district is going to restructure students as they see fit.
- School 12 and 3 started it, but 12 is the only school running the program as it should.
- When students leave the ASD Program they either go to integrated or mainstreamed.
- What are the social supports once they leave the program. (This is the point of the Social Excellence team)

Program models in our district (i.e. HOLA or ASD Connect) have no fidelity. These should be brought up at board meetings.

#### SMILE Fund

Funds donated to our school. There is criteria and an application. They go to Janine. Some of the asks are still being reviewed.

We are working on a leveled, school-wide lending library.

We'll talk about doing a Scholastic Book Fair (T. Lopez)

#### PTA UPDATE

- Parent Volunteer Program is coming together with a new parent heading the program.
- School will help give information about the various SCEP goals, etc.
- Someone from ILT should give an update about the Black Showcase (Lopez and Trepanier).
- Can we show the ASD video at the next meeting.
- Student Government reps at the Feb. meeting.
- How can PTA help middle school.
- Middle School raffle for participation during the March 19 meeting.
- Could we have a 7th/8th grade day.

Next Month Agenda  
 School-wide Instructional Strategy  
 PTA Update become a standing agenda item  
 RTA Update  
 New SCEP member to replace Franklin  
 Next meeting is Feb. 25

Meeting Date: November 12, 2019 APPROVED

Attendees- Gonzalez, J. Robillard, A. Balaban, A. Matela, K. Telles, T. Lopez, M. Crowley, K. Trepanier, S., Allen, C. O'Connor, J. Rella, P. Alicea-Cipolla, L. Eckardt-Nevol, K. Brown-Warren, C. Castaneda, F. Hart

Agenda Items	Action Items and Point People
13. Review Norms (2min) – standing 14. PD Approval (3 min) – standing 15. Shared Governance Report Out (20 min) – standing 16. Room Parents 2 min 17. HOLA (10 min) 18. Dates for Art Show and new proposed date for African American Showcase (edited 10/21)- <b>Sue Allen</b> 3 min 19. Academic Meetings/PD Plan 10 min 20. Agenda for next meeting (5min) – standing	<p>ROOM PARENT PROGRAM--            4 parents have volunteered. Teachers set it up on their own. PTA will step out of the picture. If PTA steps out how does that effect the SCEP? PTA has tried to reach out to teachers about their room parents and there have been little to no response. Volunteers must go through RCSD training and there's no evidence that people going into rooms currently, have gone through the training.  <b>Trepanier will make a google doc for teachers to fill out who their volunteers are.</b></p> <p>SHARED GOVERNANCE REPORT            AUTHENTIC RELATIONSHIPS--Survey went out to faculty, due Nov. 15. Will revamp the district parent survey to have for parents to take on Thursday. Can we merge and refine the title I survey and the district survey? That will be worked on before Nov. 14. Ruth Turner (Chief of Students Support Services &amp; Social Emotional Learning) will be teaching a class on implicit bias. This will happen on Dec. 6.            ENGAGING LEARNING--Protocols went out to teachers and that will happen monthly with different topics. An attendance referral has been created and distributed to teachers. We cannot have more than 100 chronically absent students. If a child misses 18 or more days they are considered chronically absent. Students are being monitored to make sure that this is being addressed. We currently have 9 students that have reached this 10%.            John sent an email about this Friday. Please read.</p>

Could another parent help? Admin could speak with parents about being open to hearing from other parents that could help.

Communicating to parents about the 10% may be helpful. PTA will send out information to parents.

#### INSTRUCTIONAL LEADERSHIP

Hispanic Heritage is this Thursday. Forms went home and projects are coming in. There's a lot of buzz within the building.

Be sure to read the instructional updates weekly.

We will have a sign to remind parents Thursday Morning.

#### SOCIAL EXCELLENCE

The Pep Rally happened. It went well. We also sent out a google doc to support teachers incorporating in the classroom the topics set up in the Pep Rally.

The School Store is up.

Can these things go out in the parent newsletter so parents know about Pep Rally's and the school store.

Could this group have an organized update that goes out on a regular basis. **John and Amy will look into the meeting notes that go out after the meetings to see how we can update the school on what is going on.**

#### HOLA

- For the past several years, these have changed. Brochure to make sure that the program is being properly highlighted at central office.
- It is a dual language program and it has changed overtime with new teachers and admin and central office taking over.
- This was created to be an enrichment program but students are not ready at grade level to be in the program.
- It is apparent that central office will not be supporting HOLA as a dual language enrichment program.
- Parent is concerned as to why these things are the way they are. Things need to be written down. Make it convincing and fight for it. Every grade needs to know exactly what the teachers are doing.
- Creating a building level Program Model is the path we are taking. We are coming together to decide what the program model is so we can accurately speak to the district and parents. We have the information, but we need to have it in one place to easily share out. Look into what the Fairfax County Schools have been doing with their language schools.

- There have been 3 meetings regarding HOLA so far this school year. There are meetings coming soon so that the various language programs in the districts are better defined.
- We should do an assessment (evaluation) of what the data shows about the students going through this program and whether it is actually enriching our students.

Can we move the African American Heritage showcase to February 28th? Engaging Learning and ILT will meet and discuss. Answer by 11/20 **Lisa and Teresa will be responsible for communicating the answer.** Therefore 4/23 would be the Art Show

#### ACADEMIC MEETINGS AND PD PLAN

##### New Standing Agenda

All academic meetings and PD are aligned with our SCEP goals. You can monitor this in the shared governance folder in the School 12 drive.

Could we have more advanced notice about meetings with Angelica, etc. for Specials/Support teachers to be able to attend. **Katie will add to instructional updates.** Can we have training on social emotional curriculum? We will plan this for academic meetings.

#### AGENDA FOR NEXT MEETING

ASD Program

Smile Fund

PTA alignment to the SCEP

Parent Volunteer Update

PTA help with Parent PD

Meeting Date: October 8, 2019 APPROVED

Attendees- Gonzalez, J. Robillard, A. Balaban, A. Matela, M. Franklin, K. Jackson, K. Telles, T. Lopez, M. Crowley, K. Trepanier, S., Allen, F. Hart, C. O'Connor, J. Rella, P. Alicea-Cipolla, C. Castaneda, L. Eckardt-Nevol, K. Brown-Warren

#### Agenda Items

#### Action Items and **Point People**

21. Review Norms (2min) – standing
22. PD Approval (3 min) – standing
23. Shared Governance Report Out (20 min) – standing

1. Review Norms
  - a. **Amy will send a sign out for snacks**
2. PD Approval

- a. Any event feedback
- 24. SCEP Progress Monitoring-  
standing
- 25. First Learning Showcase
- 26. Review of State Feedback from  
Oct. 1
- 27. PD Plan
- 28. Superintendent's Conference  
Day
- 29. Academic Meetings
- 30. Agenda for next meeting (5min) -  
standing

- a. PE Conference- cannot approve for 5 hours  
because some hours are during the school day.
- b. Approved with the correction
- 3. Shared Governance Report Out
  - a. Shared governance is a leg of SBPT. These  
teams do not supercede what SBPT does. These  
teams are to ensure that all points of the SCEP  
are properly addressed.
  - b. Was this formally voted on? NO
  - c. Is a vote necessary?
  - d. If we decide to not have these sub-committees,  
what is our plan to make sure our SCEP is being  
completed.
  - e. People are feeling that this is more of a  
commitment than originally anticipated.
  - f. We need to have the conversation with the whole  
school that EVERYONE needs to do a little more  
to make sure that our SCEP is completed.  
Furthermore SBPT needs to be on the same  
page.
  - g. It will be stated by John, that this is SBPT  
supported, these teams are not being  
dismantled, but these teams are important in  
getting this work done, but teachers have EVERY  
right to not participate.
  - h. The agenda is only to move our school and the  
goals of our SCEP forward. We are not  
proposing any new process for meeting our  
SCEP goals.
  - i. Report Out-
    - i. AUTHENTIC RELATIONSHIPS--Things are  
moving in the SCEP. There are lists being  
created of cultural responsive resources. A  
survey is being worked on to send out to  
teachers about what resources could be  
used/helpful. Ruth Turner has been  
contacted and has said her team can  
provide training on culturally responsive  
pedagogy and related topics.
    - ii. SOCIAL EXCELLENCE--PBIS is looking for  
members. Could PTA possibly help with this  
committee. Looking for ideas on how  
students could be rewarded. Could we have  
a school store? PBIS will be presenting on  
Friday to roll out Douglass dollars, etc.
    - iii. CHARACTER EDUCATION and RESTORATIVE  
TEAM are working diligently to have PD for  
the staff and to make sure that things on  
the SCEP is being monitored. Zones and  
Second Step are being used. The district  
will use second step K-6 and 360 will be used

for 7/8. Do we want to follow the district or what the school has done? Bring it back to the team but SBPT suggests following the district. After deciding on curriculum, information for village time will be rolled out.

- iv. ENGAGING LEARNING-- Working on suggestions for Hispanic Heritage showcase and are looking for direction about questions for attendance data. Please make a big deal about attendance certificates. Could we please make sure that our heritage showcases are still ELA/MATH-SCIENCE focused.
  - v. ILT-- This is a district initiative. This is a weekly commitment. We looked at data and how the state assessment grades will can help us. What students do we need to focus on to move students receiving a 1 to a 2 that way our school is receiving more "points" to determine whether we are meeting our goals. We also spoke about what are the PDs that need to be rolled out to teachers in order to effectively implement all the new things happening in the classroom.
  - vi. Interventions will begin Oct. 21. We are implementing a datawise process so that all teachers and staff are on the same page and we have a process for how to progress monitor our students.
  - vii. We will be doing monthly rather than quarterly data dives.
  - viii. During Academic meetings the feeling is there is a lot of fluff. Let's just get down to business. Tell me what needs to be done and I'll do it. I understand that people are on various levels but teachers are feeling like they are being taught how to teach when they know what they're doing. Teachers also feel like they would like to use this time to have questions answered. Things need to happen quicker.
  - ix. Be sure you are giving feedback during academic meetings. A teacher led piece is coming, but there needed to be some front-loaded information to make sure that everyone is on the same page.
4. SCEP Progress Monitoring--done during Shared Governance report out.
  5. First Learning Showcase

- a. Teacher's need to be aware of the date. November 14. Make sure that any dates are being sent to Sue, about anything.
  - b. We will look into how to get these dates on RCSD Link.
  - c. How should ARTs be incorporated but not feel like an imposition on the work that is already done for ARTs staff.
    - i. Could Henry Padron come in and having drumming.
    - ii. Borinquen dance.
6. Review of State Feedback from Oct. 1
- a. Dan Hurley will be our district representative to help review our SCEP. For most things on the SCEP we are on track. The State lady said she feels good about the things that are on there. Two things that are being lauded are the shared governance and academic meetings.
  - b. HOLA is going through a process of defining the program so that the community and the district has a better understanding to better help our students.
  - c. John will have to do phone conferences and there will be at least 2 more in person visits, possibly 3.
  - d. Staff and parent surveys will be sent out to make sure things are moving forward.
  - e. We are not far, academically, from moving out of being a CSI school.
7. PD Plan
- a. This is a skeletal plan. We are waiting for the Social Excellence plan.
  - b. These PDs are done in academic meetings, Superintendents and half-days. Some of these may be some outside PD (these are voluntary)
  - c. These will be submitted to Shirley Green after being shared with the staff on Friday.
  - d. How can we better tailor professional learning for our Specials teachers.
8. Superintendent's Conference Day
- a. Schedule Approved
9. Academic Meetings
10. Agenda for next meeting
- a. Room Parents
  - b. HOLA
  - c. Dates for Art Show and new proposed date for African American Showcase (edited 10/21)-**Sue Allen**

Meeting Date: September 17, 2019 APPROVED

Attendees- J. Gonzalez, J. Robillard, L. Eckardt-Nevol, A. Balaban, A. Matela, M. Franklin, K. Jackson, K. Telles, T. Lopez, M. Crowley, K. Trepanier, S., Allen, K. Brown-Warren, F. Hart, C. O'Connor

Agenda Items	Action Items and <b>Point People</b>
<ol style="list-style-type: none"><li>1. Welcome new member (Telles)</li><li>2. Review Norms (2min) – standing</li><li>3. PD Approval (3 min) – standing</li><li>4. Reflection of opening week (10min)</li><li>5. Shared Governance Report Out (20 min) – standing</li><li>6. Title 1 Plan Review &amp; Approval (20min)</li><li>7. Review of NYS Assessment Data (20min)</li><li>8. Data impacts on instructional practice (20min)</li><li>9. Agenda for next meeting (5min) – standing</li></ol>	<p>Mindset PD--APPROVED</p> <ol style="list-style-type: none"><li>4. Reflection on opening week--We are doing a weekly stand-up meeting to review positives and negatives.<ul style="list-style-type: none"><li>• Admin is very helpful and solutions/follow-through is happening.</li><li>• Things feel different. Twitter is nice; knowing what's happening in the school.</li><li>• All staff and faculty are very hardworking and give so much. Very welcoming environment</li></ul></li><li>5. Shared Governance--We will have a standing report out from a team member every meeting. ILT--One meeting so far, we will be starting academic meetings soon, we are starting our workshop models starting with reading and then math. Kind will have a slightly different model. The goal is to have consistent instruction throughout the school. Authentic Relationships--Vander WYST Lead (Amended Oct. 10--J. Peters is now Lead), Responsible for afterschool evening events. December and May/June. The overarching view is cultural responsiveness and how we can enhance those relationships in the classroom. It aligns very well restorative practice. Social Excellence--Balaban/Giarraputo have taken charge to create 4 subgroups to properly work on their SCEP goal. There is a question about the social curriculum, we are still auditing what the school has available and then we can find out what we need to invest in. Could we have a PBIS display, almost like a school store? Yes, we will discuss where. Middle School students are interested in using Douglass Dollars for experiences (i.e. food, time out of lunch) Engaging Learning--Our role is to look at having students be motivated to be in school. Ideas for incentives could be given to teachers to help students. How do we decrease absenteeism.</li><li>6. Title I Plan-- Parent and Family Engagement Plan--last year we voted to go to the district plan. Do we want to continue or create a new one? APPROVED</li></ol>

Parent Contract--update last year, any changes? 7th bullet, add supporting. Should we continue to have things like screen time and proper sleep, etc. It is an important part of learning and it could be an important point in saying if your child is having difficulty that you can reference the contract as a way to help the parent. Should daily homework be added to the contract? That is a bigger conversation. That we can have as a building. Some edits--APPROVED

Title I Events--Each event has to be parents learning in some way.

How can we teach parents about our new workshops and social curriculums?

Could we have a wellbeing learning opportunity? Yes, but not added right now.

Should the Authentic Relationships team be doing these things?

ARTs Fest could have an instrument teaching portion.

Bus Passes are included.

Hispanic Heritage Month Event moved past Oct. 10.

APPROVED

#### 7. NYS Assessment Data

We stayed the same for overall proficiency from 2018 to 2019 at 14% in ELA.

CSI--comprehensive support and intervention. This is because multiple subgroups are showing that they are not proficient in grade level testing as well as other markers (suspensions, absenteeism, etc.).

What is the percentage score that we are striving for next year? Not sure, but John will look into it.

We want to look at moving our 1s to 2s.

We stayed the same for overall proficiency from 2018 to 2019 at 14% in Math..

Can ILT talk about testing. Yes

We don't have our latest update of the SCEP yet. It was kicked back again but these were small semantic changes and it is now approved.

We also received a letter. We are being visited on Oct. 1 by the state. There will be two follow-up visits. In lieu of DTSDE we will have the 3 visits to look at how the SCEP is being implemented. There will be a staff survey administered. This survey will be sent out tonight (9/17). In the shared governance teams we should be reviewing how well we are reviewing our action items on the SCEP. Classrooms will probably be informally visited. This is a serious time for our school and our school needs to make sure we're doing everything we can to make sure we make gains.

Student Council member(s) will be invited when that is completed.

Meeting Date: August 14, 2019--APPROVED

Attendees- J. Robillard, L. Eckardt-Nevol, A. Balaban, S. Allen, K. Trepanier, F. Hart, J. Gonzalez, M. Franklin, A. Matela, C. O'Connor, P. Alicea-Cipolla

### Agenda Items

#### Agenda

1. Approve PD Requests
2. Review Academic and SEL Data
3. Review Instructional Data
4. Shared Governance Report Out
5. SCEP Review
6. Agenda for Next Meeting

### Action Items and Point People

#### Team Drive information

1. NEW PD APPROVAL--APPROVED
  - a. Put into team drive to share with members. Add Jeremy. Members should look at PD requests before meeting and be ready for immediate approval or questions.
    - i. APPROVED - New PD for shared governance teams: Every teacher will receive an hour every month for their participation on their respective team. Their responsibility is to make sure their goal in the SCEP is being adequately addressed.
      1. How will responsibilities be shared? John will give the basics of the teams at Jumpstart and further details will be given in first meetings.
      2. The Social Excellence team has been broken up because there is so much that needs to happen in the overarching theme of social excellence.
      3. PTA is working on aligning their team to ours.
      4. At least one of SBPT member sits on each of the five teams to be able to report back to SBPT.

5. What are the requirements?  
Teams meet the last  
Wednesday of every month  
for a total of 10 credits.

2. REVIEW ACADEMIC & SEL DATA

- a. This information will be held in the Team Drive.
- b. In ELA we achieved 48.1% in 17-18 and our goal set by the state is 54.3%. If we do not reach this goal for the 19-20 school year, we are still responsible for reaching the state projected goal for the 20-21 school year.
- c. Math score is 37.3% and our goal is 52.5%.
- d. Chronic Absenteeism data is 29.4% our goal is 23.7%. (Please note we want this percentage to decrease, meaning there are less students that are absent)
- e. Whether or not we are considered passing is not solely on ELA, Math and Absenteeism percentages. English proficiency of ELLs, suspensions, and possibly teacher attendance (but teacher attendance as a marker hasn't been decided yet by the state).

3. Review of Instructional Data

- a. We are above the district average for NWEA for K-2. That being said these scores still are not showing majority proficiency.
- b. Math Scores show a lot of growth from fall to spring. And still above district average but many are still not showing overall proficiency. 7th and 8th are falling below the district average.
- c. ELA K-5 Black students in our school are around district average or above. Math scores show they are at or slightly below.

4. Shared Governance

- a. Matela and Davis will be working to start a student council.
- b. PBIS will be part of Social Excellence and they can create a task group within those governance teams to work on PBIS.
- c. What if there are people that are part of PBIS but are not on Social Excellence?
  - i. Some people may be allowed to change, but we don't want to start a chain reaction of people

switching to other groups in order to maintain balance.

#### Opening Day Celebration

- Cinnamon Jones will be performing. Students will be reporting to certain zones based on grade level for activities. This will be solidified more in the days to come.

#### 5. SCEP REVIEW

- a. The feedback from the state said that some things were missing and some things seemed disconnected.
- b. Parents gave some feedback that John was able to incorporate into the revised document.
- c. The SBPT conducted a thorough review of the revised SCEP.
- d. ELA Component
  - i. Specials and recess are together in the master schedule to give teachers 60 minutes so that once a week teachers can attend academic meetings.
  - ii. WIN time--55 min of instructional time. ILT is working on the workshop framework, which is district mandated, on how we will implement this.
  - iii. Will we continue Being a Writer? New reading curriculum is district mandated, but writing is school level. We will continue with Being a Writer. We will have to review how Being a Writer will incorporate.
  - iv. The new reading curriculum will be voted on this month by the Board, materials should arrive in January. ILT is working to implement the practices now to make a seamless transition into the new curriculum.
  - v. HOLA will need to meet to talk about how the new curriculum will work.
    1. Will there be formative assessments attached with this? ILT is working on this.
    2. Intervention teachers will also be supporting teachers and part of academic meetings to support teachers.

- vi. The ILT will be responsible for monitoring the ELA components.
- e. ACADEMIC PRIORITY STATEMENT
  - i. Developed by ILT.
  - ii. Social Excellence will be tasked with creating the social-emotional statement.
  - iii. This statement is for both students and staff.
  - iv. Will parents be shown what this model is and what is expected of the students? Yes. How is yet to be determined.
- f. MATH COMPONENT
  - i. Tasks mirror the ELA component for consistency.
- g. SURVEY COMPONENT
  - i. This question was changed from something about teacher/student relationships to culturally responsive teaching.
  - ii. We chose to continue with the state change because they are about relationships and cultural responsiveness. We are working on both ideas in question by focusing on the given action items.
- h. We need to have some form of sharing new information about workshop model with parents (ideas: PTA meetings, Open House, Curriculum Night)
- i. Do the shared governance teams have the ability to determine plans and events? If something is decided in shared governance it would be expected that the school staff complies with Principal approval.
- j. SCHOOL-SELECTED COMPONENT -- SUSPENSIONS
  - i. 100% utilization of restorative practices by Dec. 2019 is too high. Admin should be monitoring whether people are using restorative practice.
  - ii. Shared Governance will be responsible for training teachers for 100% implementation by Dec. 2019. With the intent of 100% utilization by June 2020.
  - iii. We are not doing ATS. We are using a restorative model doing

	<p>something called Reset. Those that cannot return to class go to ISS.</p> <ul style="list-style-type: none"> <li>k. CHRONIC ABSENTEEISM COMPONENT <ul style="list-style-type: none"> <li>i. Reduce overall by 10%</li> <li>ii. Could we have greater recognition of students within the classroom.</li> <li>iii. Monitoring chronic absenteeism from winter 2019 to winter of 2020.</li> </ul> </li> <li>l. SCEP was approved for submission to district and NYSED.</li> </ul> <p>Agenda For Sept. 10</p> <ul style="list-style-type: none"> <li>10. Approve PD Requests</li> <li>11. Review Academic and SEL Data</li> <li>12. Review Instructional Data</li> <li>13. Shared Governance Report Out <ul style="list-style-type: none"> <li>a. ILT update on Workshop Model</li> </ul> </li> <li>14. Title I Information and Discussion</li> <li>15. Agenda for Next Meeting</li> </ul>
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Meeting Date: July 25, 2019--APPROVED 7/29/19

Attendees- M. Franklin, A. Balaban, L. Eckardt-Nevol, J. Robillard, J. Gonzalez, T. Lopez, F. Hart, P. Alicea-Cipolla, J. Rella, M. Crowley

Agenda Items	Action Items and <b>Point People</b>
<p>Agenda:</p> <ul style="list-style-type: none"> <li>● Approve Minutes (2 min)</li> <li>● PD Request Approval – Standing Agenda Item (3 min)</li> <li>● Determine Ground Rules (25 min) <ul style="list-style-type: none"> <li>○ Norms</li> <li>○ Minutes</li> <li>○ PD Approval</li> <li>○ Meeting Dates/Times</li> <li>○ Other</li> </ul> </li> <li>● SBPT Roles &amp; Responsibilities</li> <li>● Student Governance (5 min)</li> <li>● Shared Governance Report Out – Standing Agenda Item (15 min)</li> <li>● Review SCEP updates (10 min)</li> <li>● Focused Priorities (25 min) <ul style="list-style-type: none"> <li>○ Instructional/SEL Data Review</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Meagan Hennessy has chosen to step down from SBPT to focus on other things. Teresa Lopez will take over with the minutes. A new member will have to be recruited in order to maintain proper numbers.</li> </ul> <p>Student Governance: We need to start creating student governance in our school. Social studies teachers in middle school are being tasked with starting this group.</p> <p>Committees:</p> <ul style="list-style-type: none"> <li>● Instructional leadership team is a distinguished educator recommendation for the district. Principals are still learning what it is and while there is some overlap with SBPT it is different and they do not have voting rights like SBPT. They are supposed to represent a cross-section of the school that will use data to determine ideas and issues that can be brought to SBPT.</li> </ul>

<ul style="list-style-type: none"> <li>• Determine Agenda Items for Next Meeting – Standing Agenda Item (3 min)</li> </ul> <p>Roles for 07/25 Meeting</p> <ol style="list-style-type: none"> <li>1. Facilitator (John)</li> <li>2. Note Taker (Meagan)</li> <li>3. Time Keeper (?) – who would like to volunteer?</li> <li>4. Norm Tracker (?) – who would like to volunteer?</li> </ol>	<ul style="list-style-type: none"> <li>• The principal decides who is on the various teams, these are not a “vote in” kind of committee.</li> <li>• These committees are that “school community” commitment that is being stressed and is integral to making sure the SCEP is being supported and actively worked on/changed as necessary.</li> <li>• Each person from SBPT will be part of one of these teams and members on SBPT will be responsible to talk about how their meetings are going and share information back and forth.</li> <li>• Expectations for these committees will have to be determined by the committee members but there needs to be accountability.</li> </ul> <p>Next Meeting: August 14, 2019 12:30pm-1:30pm  Action Items for next meeting: None  Agenda Items:</p> <ul style="list-style-type: none"> <li>• Approve PD Requests</li> <li>• Review Academic and SEL Data</li> <li>• Review Instructional Data</li> <li>• Review of revised SCEP goals</li> <li>• Shared Governance Report Out</li> </ul>
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<p>Meeting Date: June 27, 2019--APPROVED 8/19/19</p>	
<p>S. Allen, M. Hennessy, J. Robillard, L. Eckardt-Nevo, J. Rella, F. Hart, J. Gonzalez, P. Cipolla, C. Castaneda, A. Matela, T. Lopez, S. Galbato, A. Balaban, M. Crowley</p>	
<p>Agenda Items</p>	<p>Action Items and <b>Point People</b></p>
<p><u>Approval of Minutes:</u> Approval of June 6th - Motion to approve by Jeanne, seconded by Faith.</p> <p><u>Professional Development:</u> -</p> <ul style="list-style-type: none"> <li>• Mindset Collegial Circle - requesting 10 hours open to whomever. First meeting will be in August. APPROVED</li> <li>• PSIT Collegial Circle - Tabled for the next meeting when the</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction of the SBPT for 2019-2020 - team members introduced themselves. New administrators for the upcoming year, Principal John Gonzalez and Vice Principal Margaret Crowley.</li> <li>• “The Coherence Framework” - John reviewed data results from teacher surveys. One major goal is to create coherence within the school, as this has been a concern among teachers and parents. The hope is that this team will set a plan and identify top priorities.</li> </ul>

team has more clarification. Jon would like to meet with the team and brainstorm ways to provide this team's service during the day.

- What measures affect School 12's success? - Student Academic Achievement, Student Growth, Academic Progress, English Language Proficiency, Chronic Absenteeism. These are the indicators of which our school is evaluated. School 12 is considered a CSI School (Comprehensive Support Intervention). Because of this we are focusing on all students as there are multiple subgroups that are underperforming. Currently, School 12 and 50 are the only K-8 schools that are not in Receivership. CSI status is based on 17-18 school data. The actual determination of school status will not come until the next set of benchmark data, John is working to clarify what/when the next set of benchmark data will be used. The sense of urgency is critical to avoid receivership status.
- Some goals will include: embedding data reviews during the day, looking at the 30 minute intervention block to better support students, systems and structure reviews (low level) changes.
- Shared Governance Structure - John shared this structure from his previous school that sorts all staff into different focus areas and working teams (Rigorous Academics, Authentic Relationships, Social Excellence, Engaging Learning). One person from SBPT sits on each of these teams, they report back to SBPT with what is happening within the team, as all of the work reflects the SCEP goals. John is proposing that we implement a similar structure to bring coherence to the work at School 12. John will create a draft structure to reflect School 12's needs and SCEP to bring to the next meeting. John will determine areas of needs and survey the staff to find out what their areas of interest are so that they can be paired with the working teams.
- Staff Survey - arts programming, academics and instruction, intervention (strengths), safety, admin support, systems and structures (challenges), safety and school culture (what's important)

Action Items:

Item:	Responsible Members:	Complete Date/Up
Send out a school wide e-mail about the collegial circle	Faith Hart	ASAP
Clarify procedures for PDI sign offs	John Gonzalez	ASAP
Provide the SBPT with a guidance document/norms	John Gonzalez	For July's
Student Council Proposal	Anyone interested	For July's

Agenda Setting:

- Norms for SBPT meetings
- Shared Governance Structures
- Summer PD?
- Move Your Bus as a school-wide read

Next Meeting:

Thursday July 25th @ 5:00pm





SBP  
T  
Guest:

Agenda Items

Action Items and Point People

AGENDA  
Review Norms (2min) – standing  
PDI Request Approval-Standing  
PTA Update-Standing