

**2024-2025**  
**School Based Planning Team Rolling Agenda/Minutes**

**Meeting date: October 9, 2024**

**Time: 8:00 - 8:45**

**Members Present: Ditullio, Colon, Gingerich, Widrick, Quinn, Rice, Giagios, Walters, Luangkhamdeng;**

**Topic:**

**Facilitator: Dr. Ditullio**

**Note Taker: Dr. Rice**

**Timekeeper: Mrs. Quinn**


**Meeting Objectives:**

**To prepare for this meeting, please:**

<b>Time</b>	<b>Agenda Item</b>	<b>Discussion Notes / Follow up items</b>
5 min	Establish meeting norms and expectations for meeting decorum	<ul style="list-style-type: none"> <li>● Agree to disagree respectfully</li> <li>● Start and end on time</li> </ul>
5 min	Title I parent and family engagement grant application review and sign off	<ul style="list-style-type: none"> <li>● Our allocation is \$3,427 for the school year</li> <li>● This money is an allocation for teacher hourly pay (for literacy nights, etc.), refreshments for events (back to school events, moving up ceremonies, etc.), materials for events</li> <li>● We might need to pre-plan for the next August event as the money isn't typically in place on time</li> <li>● One suggestion is to host a parent dinner event for topics to include safety, training, etc. We can invite speakers to come and present.</li> <li>● One suggestion is to invite organizations to address the need for tutors for our students. Dr. Ditullio has a connection with a particular organization that targets middle school to include our 6th grade students.</li> <li>● Parents of our 6th grade students have asked to have some kind of resource available to help them select a middle school for their child.</li> </ul>

		<p>Dr. Ditullio is going to reach out to the chief (Mrs. Morien) to see what we might be able to do to help provide parents with the information needed.</p> <ul style="list-style-type: none"> <li>The team voted and approved this plan for allocation of funds.</li> </ul>
5 min	Review and approve PD for the school year for PDI credit	The link to the current PD plan can be found <a href="#">here</a> . For our upcoming early release day, staff will be allocated 1 hour to work in vertical teams and the other hour to work on Vector. Staff must be present in the building until the end of the contractual work day.
10 min	Plan meeting dates/times and schedule	The second Wednesday of the month will be our standing meeting date.
25 min	Review SCEP commitments and discuss the implications of our TSI status	Our <a href="#">SCEP</a> was approved by both SBPT and the BOE.
2 min	New Report Card Rubrics	<a href="#">Here</a> is a link to the new rubrics for the upcoming report cards.
5 min	Set agenda for next meeting	<ul style="list-style-type: none"> <li>- Need to determine a system for progress monitoring.</li> <li>- Revisit the PD plan and the results of the survey.</li> <li>- Possible middle school presentation.</li> </ul>

<b>2024-2025</b> <b>School Based Planning Team Rolling Agenda/Minutes</b>		
<b>Meeting date: 11/13/24</b> <b>Time: 8:00 AM</b> <b>Members Present: Ditullio, Colon, Gingerich, Widrick, Giagios, Walters, Luangkhamdeng;</b>		
<b>Topic:</b>	<b>Facilitator: Ditullio</b> <b>Note Taker: Widrick</b> <b>Timekeeper: Giagios</b>	
<b>Meeting Objectives:</b>		
<b>To prepare for this meeting, please:</b> Please review this document: <a href="#">September 2024-25 Monthly SIP Team Rolling Agenda</a>		
<b>Time</b>	<b>Agenda Item</b>	<b>Discussion Notes / Follow up items</b>
8:00	Review <a href="#">PD Calendar</a> List; review PD feedback and	Here is the feedback from the survey conducted in October: <a href="#">LINK</a>

	finalize school based PD for the year	District has approved Corwin consultant. Visible Learning. Marie work with Kate to get dates set. Approved Dec. 6th Visible Learning with Corwin consultant/differentiated workshops.
8:15	Approve all of the Superintendent's Conference Days and half days for CTLE credits	Walters and Giagios 1st/2nd motions to approve. Approved.
8:30	 September 2024-25 M...	
8:50	Grade level team meetings; alignment with the RTA contract to clarify expectations around weekly mandatory grade level meetings	Section 19 of the RTA contract specifies that: <b><i>Planning time may be used as common planning time for up to two (2) thirty (30) consecutive minutes per week and may also be used for grade-level meetings, coordination among Special Education and General Education teachers, collaboration among teachers or similar coordinating activities.</i></b>  <b><i>There shall be a Building Committee agreement as to which <u>one meeting per week is mandatory</u> and which one meeting per week is voluntary for all such meetings. Classroom teachers shall lead these voluntary meetings, with participation by school leaders, which are to focus on school goals related to student learning.</i></b> Action-Team held discussion and acknowledgement of expectation. Agreed
8:55	Meeting Dates	10/9/24, 11/13/24, 12/11/24, 1/8/25, 2/12/25, 3/12/25, 4/9/25, 5/14/25, 6/11/25

<b>2024-2025</b>	
<b>School Based Planning Team Rolling Agenda/Minutes</b>	
<b>Meeting date: 12/11/24</b> <b>Time: 8:00-9:00</b> <b>Members Present: DiTullio, Gingerich, Widrick, Quinn, Rice, Giagios, Walters, Luangkhamdeng; Robach, Cegla</b>	
<b>Topic: School Improvement Plan update</b>	<b>Facilitator: DiTullio</b>

		<b>Note Taker: Rice</b> <b>Timekeeper: Cegla</b>
<b>Meeting Objectives: To review and update our SCEP; determine action steps for Jan-Feb</b>		
<b>To prepare for this meeting, please:</b> <a href="https://docs.google.com/document/d/1ycv7c-pNXMjGl_7mSCx_xQMcgK7YfBg2Oap1KJrAkHE/edit?usp=sharing">https://docs.google.com/document/d/1ycv7c-pNXMjGl_7mSCx_xQMcgK7YfBg2Oap1KJrAkHE/edit?usp=sharing</a>		
<b>Time</b>	<b>Agenda Item</b>	<b>Discussion Notes / Follow up items</b>
8:20	SIP Review	<a href="#">SCEP</a> <a href="#">SIP Workbook Slides</a>  <a href="#">Rolling Minutes/Agenda SCEP</a>
8:00	Test Preparation discussion	
8:22	Classroom Observations	DiTullio shared some insights about students who are engaged in reciprocal teaching very effectively and are highly engaged. We also discussed how utilizing the reciprocal reading strategies are helping students find purpose for engaging in close reading.
8:26	Vocabulary instruction	We need more copies of the Vocabulary Playbook for the upcoming CLC on improving vocabulary instruction. Cegla is going to put out the Google Doc for staff to sign up for the upcoming CLCs that were approved by SBPT.
8:35	Math Journals	The expectation is for all grade levels to implement math journals by the end of the month. We should be in 100% implementation when we are back from the holiday break. This work should be aligned to the Learning Intention and Success Criteria. You can also have students share their work using a document camera so you can calibrate where the class is as a whole.

<b>2024-2025</b> <b>School Based Planning Team Rolling Agenda/Minutes</b>
<b>Meeting date: Jan 8, 2025</b> <b>Time: 8:00 AM</b>

<b>Members Present: Ditullio, Gingerich, Widrick, Giagios, Walters, Luangkhamdeng; Robach,</b>		
<b>Topic: SCEP commitment updates</b>		<b>Facilitator: Ditullio Note Taker: Widrick Timekeeper: Walters</b>
<b>Meeting Objectives: Review Corwin Consultant</b>		
<b>To prepare for this meeting, please:</b>		
<b>Time</b>	<b>Agenda Item</b>	<b>Discussion Notes / Follow up items</b>
8:00	SCEP commitments update; discussion regarding the progress that we are making with our commitment implementation <ul style="list-style-type: none"> <li>● Reciprocal Teaching</li> <li>● Vocabulary</li> <li>● Writing</li> <li>● Math journals</li> <li>● Math Tier I instruction aligned to standards with an increased focus on problem solving, communication and conceptual learning/ mathematical literacy</li> </ul>	Minutes Approved  <a href="#">SCEP</a> <a href="#">SIP Workbook Slides</a>  <a href="#">Rolling Minutes/Agenda SCEP</a>
8:20	Midyear assessments/progress toward mid year goals	CFA's & iReady Diagnostics begin Jan 13
8:10	Corwin Consultant	Kim West-Corwin Consultant Jan 9, Feb 13, March 6 3 Full Days Vocabulary Playbook Full Workshop Day January 9-Training primary team, primary team walk thru, then intermediate team
8:35	PD	Consult Cegla for updates
	Agenda	Mid year Assessment Data Review Goals Look at sub-groups in testing grades

**2024-2025  
School Based Planning Team Rolling Agenda/Minutes**

**Meeting date:** Feb 12, 2025

**Time:** 8:00 AM

**Members Present:** Ditullio, Gingerich, Widrick, Quinn, Rice, Giagios, Walters, Luangkhamdeng; Robach, Cegla, Colon

**Topic:**  
School Improvement Plan  
PD plan for March 14 half day

**Facilitator:**  
**Note Taker:**  
**Timekeeper:**

**Meeting Objectives:**

**To prepare for this meeting, please:**

Time	Agenda Item	Discussion Notes / Follow up items
8:00	<a href="#">SCEP</a> <a href="#">SIP Workbook Slides</a>  <a href="#">Rolling Minutes/Agenda SCEP</a>	<p>We need to take a look at our goals, and then look at our midyear data and see how we are doing; Assess needs Begin writing the plan for next year</p> <p>The iReady data shows that we have roughly 33% of kids in green, yellow and red. The current projected proficiency rate on the NYS ELA is 35%. We have several students who may benefit from targeted intervention as the data shows that they are on the cusp between a Level 2 and Level 3 on the ELA.</p> <p>Our pass rate is continuing to climb since Covid and we are currently projected to have similar results this year. The mid-year iReady data shows that we have a growing population of students who have already met their end of year, and/or stretch goal, already.</p> <p>We did not meet our mid-year goal but it was a very ambitious goal of having 100% of kids meet a minimum of 50% of their growth goal for the year. We did have 40% of kids who have met their typical growth goal for the year already. We need to look at each of those</p>

		<p>students who are not making progress to see if the intervention strategies that are in place are currently working. Those students should have been at the MTSS table as well.</p> <p>In math, we have about 30% of our students that are between 30-38% of achieving their goal. We need to look at those students as well. We will plan on doing that at grade level so we can look at specific students and determine a plan for helping them.</p> <p>The current projected proficiency rate for the NYS Math test shows that we should have 39% of 3rd, 34% of 4th, 38% in 5th, 31% in 6th pass the exam.</p> <p>We will need to start writing next year's SCEP plan beginning at our March meeting.</p>
8:30	<p>March 14 Half day PD agenda</p> <p><b>Unpacking a Writing Standard</b></p> <ul style="list-style-type: none"> <li>● Choose a writing standard</li> <li>● Unpack that standard with your grade level team</li> <li>● Use the template to write learning intentions and success criteria for the unit</li> <li>● Name your mini lessons</li> <li>● Map it out on a timeline</li> <li>● Create a rubric and exemplars for each level (1-4)</li> <li>● Create our Level Up Wall examples</li> </ul>	<p>We will have a 2-hour training during the March half day. As a school, we will be about mid-way through the Informational Writing genre. We will be preparing for the final writing genre of Narrative Writing for all grade levels. We will utilize this time to work on developing a comprehensive plan for this genre.</p> <p>Dr. DiTullio has the templates for us to use for this work. We will have access to this in Google Drive so we can share documents.</p> <p>Our essentials teachers will meet separately to work on topics that are applicable to their context.</p>
8:37	Corwin Consultant	<p>We have set up a schedule for all grade levels to do targeted work with the consultant. This will provide 2-6th with a 45 min block of release time to meet with her. Grade levels will meet with her in the Speech Suite conference room. K-1 will meet with her before school. The team voted and agreed to this schedule and work.</p>
8:45	Level Up Walls	<p>We also talked about other subjects that we could create Level Up visuals for students as well as methods for displaying in confined classroom spaces. There are 7 staff members who have agreed to participate in a small group team to work on this beginning on 2/14. There are currently staff members from every grade level (except 3rd and 5th) that will be on the team.</p>

**2024-2025  
School Based Planning Team Rolling Agenda/Minutes**

**Meeting date: 3/12/25**

**Time: 8:00 AM**

**Members Present: DiTullio, Gingerich, Widrick, Quinn, Rice, Giagios, Walters, Luangkhamdeng; Robach, Cegla, Colon**

**Topic:**  
Progress monitoring expectation  
SCEP/ review and evaluate current status of our  
commitments

**Facilitator: DiTullio**  
**Note Taker:**  
**Timekeeper:**

**Meeting Objectives:**  
**Review the SCEP and Midyear Data Presentation**

**To prepare for this meeting, please:**

<b>Time</b>	<b>Agenda Item</b>	<b>Discussion Notes / Follow up items</b>
8:00	<a href="#">Midyear Data Presentation</a>  <a href="#">SCEP</a> <a href="#">SIP Workbook Slides</a>  <a href="#">Rolling Minutes/Agenda SCEP</a>	Learner Centered Problem (LCP) identified for each commitment area Check with Dr. Rice about student interviews. L.Robach will assist with personal student interviews.
8:30	Review and approve progress monitoring expectation for grades 3-6 (ELA and Math)	Discussion: Concern 30 additional minutes needed to grade the CR's weekly. Vote:
8:40	Create agenda for next month's meeting and set up subcommittee to begin writing our SCEP for 2025-26	Set up another meeting to discuss SCEP progress (LCP's) Set Up Review SCEP



**2024-2025  
School Based Planning Team Rolling Agenda/Minutes**

**Meeting date: April 9**

**Time: 8:00 AM**

**Members Present: DiTullio, Colon, Gingerich, Widrick, Quinn, Rice, Giagios, Walters, Luangkhamdeng;**

**Topic: School Improvement Plan**

**Facilitator: DiTullio**

**Note Taker:**

**Timekeeper:**

**Meeting Objectives: To begin to review our commitments and determine how well we have succeeded in moving toward meeting them; identify new or modify existing commitments for the 2025-26 SCEP Plan**

**To prepare for this meeting, please: Review the documents linked below under agenda items**

Time	Agenda Item	Discussion Notes / Follow up items
8:00	<p><a href="https://docs.google.com/presentation/d/1XEBkvkVkg-cUFXICBvx4vJWFNNnBABY0y1VdsMrSBfM/edit?usp=sharing">Midyear Data Presentation</a>  <a href="https://docs.google.com/presentation/d/1XEBkvkVkg-cUFXICBvx4vJWFNNnBABY0y1VdsMrSBfM/edit?usp=sharing">https://docs.google.com/presentation/d/1XEBkvkVkg-cUFXICBvx4vJWFNNnBABY0y1VdsMrSBfM/edit?usp=sharing</a>  <a href="#">SCEP</a>  <a href="#">SIP Workbook Slides</a></p> <p><a href="#">Rolling Minutes/Agenda SCEP</a></p>	<p>We discussed the two subgroups that we have to focus on for TSI improvement (our children of color and the children who are economically disadvantaged). We only get points for kids testing at levels 2-4 so it is crucial to move students to these levels. Our mid-year data is showing that we should be on track to accomplish this.</p> <p>We have worked hard on focusing on equity and have dedicated resources towards helping these groups improve. We've also worked to help celebrate student achievement which has helped motivate some students to demonstrate resilience with challenging tasks.</p> <p>We also discussed that last year was the first year of computer based testing so there is a learning curve for students to adjust to this as well. As a TSI school, we need two consecutive years of growth to exit this status.</p>
	Street Level Data for 2025-2026 SCEP	We discussed developing subcommittees to survey students, staff and families. We discussed having a raffle to help increase participation as well as collecting

		<p>data both electronically and on paper/pencil. We also discussed various ways to gain participation with our families including doing a nighttime event, asking club parents to participate at dismissal, etc.</p> <p>STUDENTS: Rice</p> <p>STAFF:</p> <p>FAMILIES: Robach, Mackenzie,</p>
8:40	Network 3 Data	<p>We looked at the data dashboard to see how we are progressing on a variety of measures: NYS ELA and Math, iReady, CFA, and attendance. Based on the students' performance on the midyear iReady assessments, we are projected to have significant growth on the NYS exams.</p> <p>We also took a look at the walkthrough tool data to see how we are enacting this work at the classroom level.</p>

<p><b>2024-2025</b></p> <p><b>School Based Planning Team Rolling Agenda/Minutes</b></p>		
<p><b>Meeting date: May 14, 2025</b></p> <p><b>Time: 8:00-8:55</b></p> <p><b>Members Present: Ditullio, Cegla, Colon, Gingerich, Widrick, Robach, Giagios, Walters, Luangkhamdeng</b></p>		
<p><b>Topic: SCEP Review</b></p>		<p><b>Facilitator: Ditullio</b></p> <p><b>Note Taker: Widrick</b></p> <p><b>Timekeeper:</b></p>
<p><b>Meeting Objectives:</b></p> <p><b>Review SCEP</b></p>		
<p><b>To prepare for this meeting, please:</b></p>		
<b>Time</b>	<b>Agenda Item</b>	<b>Discussion Notes / Follow up items</b>

8:00	Proposed April student recruitment evening; as a way to showcase our school and help parents who may be considering us an opportunity to come and see what we do. We have 20 open seats next year in grades 1-6	Table until June.
8:05	SCEP Review	ELA, Math, Culture components. Feedback and Assessment area has been added for next year. Proposed books for next year- Rigor Redefined Visible Learning Feedback
8:30	CKLA Discussion	District is looking at adopting CKLA as a new curriculum. Works for intervention. We are not using it as our core curriculum; using UFLI and My View at Tier I, and CKLA for Tier 2.
8:30	Visible Learning School	Our Corwin consultant Kim West says we are not far from taking on the possibility of becoming a Visible Learning School. Teachers have received the information. Table the conversation until fall 2025. BUMP IT UP WALLS, Learning intentions and Success Criteria work with standards and writing.
	Agenda for June SBPT Elections-Set a date for voting Review EOY Data PD Plan Recruitment Night-table	

<p><b>2024-2025</b></p> <p><b>School Based Planning Team Rolling Agenda/Minutes</b></p>
<p><b>Meeting date: June 11, 2025</b></p> <p><b>Time: 8:00-9:00</b></p> <p><b>Members Present: Ditullio, Giagios, Quinn-Burroughs, Widrick, Walters, Luangkhamdeng, Gingerich, Colon</b></p>

<b>Topic: SCEP Review</b>		<b>Facilitator: Ditullio</b> <b>Note Taker: Widrick</b> <b>Timekeeper:</b>
<b>Meeting Objectives:</b>		
<b>To prepare for this meeting, please:</b>		
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8:00-8:45	SCEP SBPT Elections-Set a date for voting Review EOY Data PD Plan	Reviewed SCEP-Approved Discussed Literacy, Math and School Climate goals. ILT met and refined them on 6/6/25.

<b>2024-2025</b> <b>School Based Planning Team Rolling Agenda/Minutes</b>	
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<b>Topic:</b>	<b>Facilitator:</b> <b>Note Taker:</b> <b>Timekeeper:</b>
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Time	Agenda Item	Discussion Notes / Follow up items

<b>2024-2025</b> <b>School Based Planning Team Rolling Agenda/Minutes</b>		
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