

SBPT Meeting Dates

August 5, 2025	August 28, 2025
September 2025	September 2025
October 2025	October 2025
November 2025	November 2025
December 2025	December 2025
January 2026	January 2026
February 2026	February 2026
March 2026	March 2026
April 2026	April 2026
May 2026	May 2026
June 2026	June 2026

SBPT Members

Member Name	Role	Member Name	Role
Amanda Hanley	RTA Rep.	Michelle Rouse	Caregiver
Caumil Cooper	RAP Rep.	Nancy Lazarevski-Cady	RTA Rep.
Chyna Dyck	RTA Rep.	Naz Mazzenga	Caregiver
Felecia Drysdale	ASAR Rep.	Shavon Bowick	BENTE Rep.
Kelly Simbari	RTA Rep.	Sonia Simpson	RTA Rep.
Lakisha Taylor	Chair / ASAR	Stacey Dawson	RTA Rep.
Laura Cutaia	RTA Rep.	Vacancy	RAP Rep.
Lisa Peers	RTA Rep.		

HBM SBPT Rolling Agenda



RCSD Norms

Take an inquiry stance	Start and end on time
Ground statements in evidence	Be here now
Assume positive intentions and take responsibility for impact	Expect non-closure
Stick to protocol and hear all voices	Expect discomfort in the service of learning

Date: 12/9/25

Attendees:

Mortis, Hanley, Peers, Bowick, Dyck, Laz, Simpson

Links:

Assigning roles:

Scribe:
Time Keeper:
Facilitator:
Chairperson: Lakisha

Minutes

Responsibility

Topic: SCEP Committee

3 caregivers and no staff responded so the committee will meet during SLT on Fridays
 We will move forward with planning the SCEP for the 26-27 school year

--	--

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Next Steps:	
-------------	--

HBM SBPT Rolling Agenda



RCSD Norms

Take an inquiry stance	Start and end on time
Ground statements in evidence	Be here now
Assume positive intentions and take responsibility for impact	Expect non-closure
Stick to protocol and hear all voices	Expect discomfort in the service of learning

Date: 11/25/25

Attendees:		Hanley, Marciano, Meyer, Huntley, Drysdale, Dyck, Laz, Simpson, Peers, Cutaia
Links:		
Assigning roles:		Scribe: Time Keeper: Facilitator: Chairperson: Lakisha
Minutes	Responsibility	Topic: Surveys
	Peers	Stop, Drop, and Survey Day during Data Week 12/1-12/5 12/3 to avoid release days at 9:30am Students in intervention will bring their Chromebooks Family survey will go out that week as well

Minutes	Responsibility	Topic: Student Led conferences
---------	----------------	--------------------------------

10	Taylor	<p>Breakdown and chunk more to slow down the process</p> <p>PLC to learn how to be efficient in student led conferences to turn key to staff</p> <p>February: introduce to students</p> <p>June: co-facilitate with classroom teacher</p> <p>PLC members will train other staff over the summer to prepare for 26-27</p> <p>Begin next year with co-facilitation and by June 2027 students lead</p> <p>Jamila to support teachers to prepare for February during PLCs</p> <p>Another idea-extended grade levels with coverage</p>

Minutes	Responsibility	Topic: Grade Level Meetings
	Taylor	<p>Feedback to get information ahead of time-started sending out on Mondays</p> <p>According to SCEP data math is a huge area of need</p> <p>Grade level meetings 3 will focus on math and 1 will focus on literacy</p> <p>Meeting after break will be analyzing Try Discuss Connect and Modeling with mathematics</p>

Minutes	Responsibility	Topic: First year teacher buddies
	Taylor	<p>Looking for staff members to buddy with first year teachers for additional support</p> <p>Visit classrooms and watch lessons</p> <p>New teachers are looking for support</p> <p>Laz and Cutaia happy to welcome visitors</p> <p>Cutaia happy to work with teachers outside of school as well</p> <p>Dawson created resources for teacher led classroom</p>

Next Steps:	
-------------	--

Date: 10/28/25

Attendees:

Links:

Assigning roles:

Scribe:

Time Keeper:

Facilitator:

Chairperson: Lakisha

Minutes

Responsibility

Topic: ILT/Grade Level Leads

30

Suggestion: rotating topics
Response: needs change and have to be flexible, sending out Monday to give more notice
Suggestion: a lot to complete in the time, no time to discuss content questions
Response: second voluntary meeting option
K-2s task will look different this week, update coming
Concerns about notetaking, SLTs should be taking notes unless someone else volunteers

Minutes

Responsibility

Topic: SCEP Check-in Update

10

Lakisha

Met with OSI regarding following SCEP calendar
Important that the school as a whole understands the function, purpose, and structure of the SCEP
RTA brought concerns about the SCEP that signals misunderstanding
Clarity needed about the SCEP, focus on during half-day to ensure no misunderstanding regarding SCEP
Suggestion: create a one pager for responsibilities at different roles
Response: not sure if it is all encompassing for the full picture, all information needed, too generalized

		Being at a school in need of improvement requires more work than being at a school in good standing, more than other schools might have on their plates

Minutes	Responsibility	Topic: Choir & Band Discussing
10	Felecia	<p>5th grade some lessons end at 11:15 (missing half of lunch) Should they be allowed to be in both? They should commit to one, build a successful program RTA will confirm with constituents and give a vote by this morning. Suggestion: have band as an option instead of music in the schedule Response: it is a district decision to schedule based on interest, students have to have music need to check legality</p>
		Next steps: bring topic to scheduling committee in the Spring, as a SBPT vote each year if students can do both (can make decisions that rollover to following year as living contract)

Minutes	Responsibility	Topic: Title I
10	Lynda	<p>Every year we have to present the Title I family engagement plan to school based for review. Funding based on per pupil allocation Use for reading and intervention teachers, after school or break programs, purchasing resources, we focus on parent engagement (two buckets of title I)</p> <p>Our school: orientations, open house, parent meetings, parent center</p> <p>Activities are the same as last year except cut math jeopardy Dinner and Details, ELL Night, Culture Night, Spelling Bee, Ladies Tea, Dudes & Donuts, Spring Showcase</p> <p>No questions on use of funds</p> <p>Next Steps: opening next year going over budget during opening day for transparency</p>

Next Steps:	
-------------	--

Date: 10/14/25		
Attendees:		Hanley, Simbari, Peers, Cutaia, Taylor, Bowick, Simpson, Laz, Dyck, Drysdale, Mortis, Dawson
Links:		
Assigning roles:		Scribe: Time Keeper: Facilitator: Chairperson: Lakisha
Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic: Grade Level Goals
		<p>State Exam data is no longer embargoed</p> <p>Admin team broke it down and found disconnect between goals for students, that become goals for staff, and help us to meet SCEP goals</p> <p>Wondering-Does each grade level know what goals they need to meet in order to meet our SCEP goals? Admin wants to have more clarity. Ran the numbers and came up with two separate goals. The district says as long as our school increases by 5% in math and ELA, we move towards a school in good standing. If each grade level increases 5% then the school would increase</p>

		<p>Ran two goals: 5% increase vs. district expectations</p> <p>5% goals:</p> <p>ELA</p> <p>3rd grade: 21%</p> <p>4th grade: 20.9% proficient (3s and 4s)</p> <p>5th grade: 13.5%</p> <p>6th grade: 14%</p> <p>Math</p> <p>3rd grade: 7%</p> <p>4th grade: 26.4%</p> <p>5th grade: 13.6%</p> <p>6th grade: 13.4%</p> <p>Lynda and Felecia will be putting the goal out in writing to grade levels</p> <p>Student led conferences in November to allow students to understand what they need to do to reach the goal</p>

Minutes	Responsibility	Topic: Kami
		<p>Similar to Kami is Lumio</p> <p>Lakisha to follow up with Kathleen about Kami because some get it to work.</p> <p>Conversations with constituents: 5, 4 said yes, K and 2 were interested</p>

Minutes	Responsibility	Topic: Walk to Intervention
		<p>Walk to Intervention starts Thursday- email going out to talk about what you're doing to prepare for Walk to Intervention</p> <p>Go over with constituencies- Today and tomorrow go over expectations and transitions to begin on Thursday</p> <p>Simbari- math screeners will be copied and distributed today</p>

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Next Steps:	Stacey to give everyone on each grade level team access to their whole grade iReady scores
-------------	--

HBM SBPT Rolling Agenda



RCSD Norms

Take an inquiry stance	Start and end on time
Ground statements in evidence	Be here now
Assume positive intentions and take responsibility for impact	Expect non-closure
Stick to protocol and hear all voices	Expect discomfort in the service of learning

Date: 9/23/25

Attendees:	Hanley, Huntley, Mortis, Meyer, Simpson, Marciano, Drysdale, Simbari, Taylor, Cutaia, Bowick, Menzer-Kunz, Johnson,
Links:	
Assigning roles:	Scribe: Hanley and Simbari Time Keeper: Drysdale Facilitator: Mortis Chairperson: Lakisha

Minutes	Responsibility	Topic: What is a Socratic Seminar?
10	Lakisha	<p>K-2 will not be doing socratic seminars Suggestion to start exposing students in grade 2 Socratic seminars don't have to look like how we practiced over the summer (fishbowl, large circle) 3-6 Seminars: Fishbowl, whole class circle, team-based seminar to discuss before contributing to the whole group, text-based seminar, picture book or wordless seminar (visual story), silent seminar-students write on chart paper or sticky notes, role play seminar, personal connection seminar</p> <p>Use monthly book to guide socratic seminar</p>
		<p>Action Step: will compile examples of Socratic seminars into a workable document Team Leaders - communicate with teams, see this strategy across all areas</p>

Minutes	Responsibility	Topic: Student-Friendly Socratic Seminar Rubric (K-6)
30	Grade Level Lead	<p>K-Discussed how socratic seminar would look, focused on whole body listening, sharing in the classroom and expanding on ideas, created a rubric, turn and talk, circles, created a rubric and growth mindset focused</p> <p>1 - Focus on accountable talk, non-verbal signals, explaining thinking, anchor charts, modeling</p> <p>2 - Needed to simplify the rubric, focus on accountable talk and active listening, "What does it look like to be a good listener?", reflecting after (must reflect in relation to what you're learning or doing), and incorporated visuals in the rubric</p> <p>3 - Overwhelmed at first, scaffolding and focusing on specific skills to start with, adding visuals for all learners, tying to silent signals, start with critical thinking and questioning</p> <p>4 - Spent a lot of time adjusting the rubric and NYS language, quantified the rubric to be more specific (1 time, 2 times, etc), showing videos and books/pictures to get them started, aligning the language to standards</p> <p>5 - similar to 4th, spent time adjusting the rubric language, looked at the nouns within the rubric to decipher the levels within the criteria</p> <p>6 - Not present</p> <p>Expl. - Discussed modifying the rubric, questioned if it should be generic for K-6 or break it up by grade level, simplify the language, decided to start with 6th grade to implement first, suggestion- consider subject area specific rubrics, partner with grade level teachers to implement their rubrics at each grade level</p> <p>ENL - Team meeting was to connect regarding student services, ENL teachers participated with grade levels, discussed if the rubric with the</p>

		goal for the end of the year or a current expectation, visuals and simplifying language is crucial
		<p>Next steps: talk about as a school what the components of active listening are to teach it consistently in all classrooms</p> <p>Sonia showed a video of 4th grade class doing a socratic seminar and students took notes together on what it looks, sounds, and feels like. They created an anchor chart with their noticings (See, Hear, Feel)</p>

Minutes	Responsibility	Topic: Kami
10	All	<ul style="list-style-type: none"> Based on the survey, most people liked Kami and wanted to use it Next stage is asking constituents Other platforms were not presented officially Training would be needed Intention - math and writing for grades 2-6 (end of 2nd grade)
		<p>Next Step: presenting to our constituents, LT will send a script of how to word language, not a mandate but wants feedback</p> <p>Receive script, give feedback, present final script to constituents to vote next SBPT meeting</p>

Next Steps:	
-------------	--

Date: 9/9/25

Attendees:		Hanley, Simbari, Mortis, Peers, Dyck, Taylor, Drysdale, Laz, Simpson, Riley, Cutaia, Dawson
Links:		
Assigning roles:		Scribe: Hanley and Simbari Time Keeper: Drysdale Facilitator: Mortis Chairperson: Lakisha
Minutes	Responsibility	Topic: Feedback on Component Question
7	Lakisha	<p>Kinder- (2 teachers) interesting question, it can be helpful to have key concept, materials, lesson goal/intentions, procedures, groups, closing questions, energy can be better spent on what you're presenting to the kids</p> <p>Other feedback provided last meeting</p> <p>Create an optional guide with some options for what lesson plans could include to be effective, as a resource. Optional to use.</p>

Minutes	Responsibility	Topic: Feedback on Educational Reformers
		<p>How is this connected to current curriculum? Academic Culture - Growth Mindset, not a mandate on how you represent your reformer.</p> <p>Connect during Science and/or social studies.</p> <p>Speak to constituents - implementing in October</p> <p>Prepared to vote on Sept 23</p> <p>Put reformer on the door.</p> <p>Call class by the name instead of teacher name to hear diverse and inclusive names</p> <p>Only mandate is classroom knows the person not how you implement</p> <p>Members will discuss with homeroom teacher constituents and ask them if they would be willing to have a whole school initiative for homerooms for each classroom representing a classroom reformer connected to our academic SCEP plan growth mindset. Responsibility would be to teach the class about the reformer and "adopt" that person into that class culture.</p> <p>HBM is the reformer for the whole school.</p>

--	--

Minutes	Responsibility	Topic: Components for Digital Portfolio
10	Stacey	<ul style="list-style-type: none"> One-pager of information???
		<p>Table full discussion for next meeting</p> <p>What do we want to be contained in the digital portfolio?</p> <ul style="list-style-type: none"> - Writing Align with the curriculum pacing — SMART goals (Simbari to locate SMART goals template) Deciding to stick with the SCEP plan growth mindset rubric - SCEP wants students to reflect on growth using growth mindset rubric (separate from rubric to score writing) (K-2 and 3-6) - Full writing process is needed to look at growth <p>Kami - possible platform to support writing process for digital portfolios</p> <p>A PD needed for electronic feedback and digital components (Laz).</p> <p>Kinder and Pre-K can scan work</p> <p>Coaches to create grade - appropriate growth mindset rubric</p>

--	--	--

Next Steps:	<p>Speak to constituents to vote on having a Educational Reformer represent the homeroom Teach the class about reformer Adopt that reformer to classroom culture Can choose one off the list or someone else you choose</p> <p>(Members will discuss with homeroom teacher constituents and ask them if they would be willing to have a whole school initiative for homerooms for each classroom representing a classroom reformer connected to our academic SCEP plan growth mindset. Responsibility would be to teach the class about the reformer and “adopt” that person into that class culture. HBM is the reformer for the whole school.)</p> <p>End of Week: All members to look into Kami - Lakisha to explore possible funding Lakisha will follow up with consensus on Monday to discuss with constituents. Lakisha send out a Poll Lisa to look into building feedback PLE and AI (Chyna) SBPT to look at Kami</p>
-------------	---

Date: August 28, 2025		
Attendees:	Simbari, Bowick, Hanley, Drysdale, Peers, Dyck, Mortis, Laz, Cutaia, Taylor, Simpson	
Links:		
Assigning roles:	Scribe: Simbari Time Keeper: Drysdale Facilitator: Mortis Chairperson: Lakisha	
Minutes	Responsibility	Topic: Staffing Update

5	Lakisha	- Counselor/Coach Vacancy
		Staffing Update: <ul style="list-style-type: none"> • Counselor Justin Johnson (JJ) • .7 ESOL to 1.0 - Vacancy • Potential Vacancy Grade 1 • Ms. Lane - Classroom Teacher for PreK3 • Para Vacancies- TES is trying to fill • Nurse - on updated staffing list

Minutes	Responsibility	Topic:
15	Lakisha/Lynda/ Felecia	- NYS ELA & Math Data
		Findings: <ul style="list-style-type: none"> • ELA 5-point, but a gap still exists between #50 and District, and a greater gap between #50 and State • Area of greatest need: 5th-grade math • Ranked below district norms • Still CSI ranking - a larger population of ENL(newcomers) and SPED; the State does not recognize this. • Science did help us with ranking • Departmentalization and Walk to Intervention were intentional moves • Targeted Cut scores will remain stable for a few years. • Target 2/3students per classroom to help move students • Looking at all content areas - LEVEL 2 NYS data • Panorama can be misleading

Minutes	Responsibility	Topic: Universal Language at HBM
5	Lakisha	<ul style="list-style-type: none"> - Language - Hand Signals
		<ul style="list-style-type: none"> • Common hand signals and language (developed by Hanley, Jutzin, Peers, Dawson) • Water Fall Water Fall SHHHH to quiet kids • Adopting vocabulary to address words that have negative connotations (ie, homeless - unhoused, parent - caregiver)

Minutes	Responsibility	Topic: Update on 5th Grade Departmentalization
---------	----------------	--

5	Departmentalizing Committee	<ul style="list-style-type: none"> • Meeting schedule set • Scheduling times for intervention don't match • System for Crew • Collaboration all summer

Minutes	Responsibility	Topic: Components for Digital Portfolio
10	Stacey	<ul style="list-style-type: none"> • Table for next meeting • One-pager of information???

Minutes	Responsibility	Topic: Lesson Plan Feedback
10	RTA Members	<ul style="list-style-type: none"> • Laz - Special Areas and RTA, Grade 5 - No to adding components • Peers - PreK and Grade 3 - No • Simbari - ENL - Learning Intentions, Differentiation (3 responses from ENL team) • Follow the plan that was agreed upon to ensure there is fidelity •

Minutes	Responsibility	Topic: Educational Reformers Homebases
5	Lakisha	Educational Reformers <ul style="list-style-type: none"> • Making our school more personal with an education focus • Name each homeroom • Learn about the reformer and circle back throughout the school year • Who is HBM? Start with her and adopt a person around November. • Each teacher would choose their person first-come, first serve, but not limited to the ones on the list • Speak to constituents

--	--

Minutes	Responsibility	Topic: Constituencies
2		<ul style="list-style-type: none"> • PreK and K - Cutaia • 1st - 2nd - Peers • Related Services - Hanley • ENL - Simbari • 3rd and 4th - Simpson • 5th Grade - Dyck • 6th Grade - Dawson • Specials - Laz

Minutes	Responsibility	Topic:

Next Steps:	<p>Feedback from assigned constituents (32 homeroom teachers, including PreK) on Educational Reformers adoptions</p> <p>Feedback from constituents on the component question</p>
-------------	--

HBM SBPT Rolling Agenda



RCSD Norms

Take an inquiry stance	Start and end on time
Ground statements in evidence	Be here now
Assume positive intentions and take responsibility for impact	Expect non-closure
Stick to protocol and hear all voices	Expect discomfort in the service of learning

Date: August 5, 2025

Attendees: Taylor, Drysdale, Mortis, Hanley, Dawson, Dyck, Laz, Peers, Simbari, Bowick, Cooper

Links:

Assigning roles:

Scribe: Lisa
Time Keeper: Felecia
Facilitator: Nancy
Chairperson: Lakisha

Minutes

Responsibility

Topic: Welcoming new members & SBPT Protocols

5

Lakisha

- [SBPT Presentation](#)

Taylor-Introduce new members, review RCSD norms
 Drysdale-SBPT Meeting times am or pm

--	--

Minutes	Responsibility	Topic: 2025-26 SBPT Meeting Times
5	Lakisha	- Each union has one vote
		<ul style="list-style-type: none"> - Will we meet in the morning or the afternoon? - Break out into rooms to determine vote - RTA- Before with Teams options - BENTE -Before - RAP - Before - ASAR-Before - Meeting are 7:45-8:45 All agreed

Minutes	Responsibility	Topic: Summer Institute Professional Development
5	Lisa, Amanda & Stacey	- Review the 3 day agenda
		<ul style="list-style-type: none"> - Plans for Summer Institute for the 3 days - Vertical Alignment - Growth Mindset with Keisha - SCEP overview ELA, Math and Academic Culture commitments - Teacher Clarity, MTSS, Datawise - Portfolios, Student-led conferences, - Progress monitoring

Minutes	Responsibility	Topic: PD Plan Draft
5	Lakisha	<ul style="list-style-type: none"> - 25-26SY Building Based PD Plan - Review and email feedback to Lakisha

Minutes	Responsibility	Topic: Portfolio Format
10	Stacey	<ul style="list-style-type: none"> - Digital or Hard Copy?
		<ul style="list-style-type: none"> - Student portfolios to pass on to each grade level - Suggestion to use google drive for easy following to next grade level and next school year - Vote for universal portfolio to focus on writing - Each union group deciding whether to take the vote today or not in break out rooms - All unions agree to digital portfolios

Minutes	Responsibility	Topic: Lesson Plans
10	Stacey	<ul style="list-style-type: none"> - Proposing components not format
		<ul style="list-style-type: none"> - Last year Fundamental Five - Vote on components in the lesson plan ex. Teacher Clarity - Intentional planning is what is best for kids - Components of Intentional planning in lesson plans - Vote to come up with components to have in the lesson plans - Union groups will decide today to further vote on lesson plans or not - RTA-wants to speak to the constituents regarding components to lesson plans and may gather information for the components - Amanda - SPED and Related Services Providers - Dawson - 4-6 - Lisa - Prek - 3 - Simbari - ELL - Laz - Specials - Dyck - back-up - Keep running list of components to be included in lesson plans by Summer Institute Friday, August 22nd <p>1. What components should be included in lesson plans for intentional planning?</p>

Minutes	Responsibility	Topic: Staffing Update
5	Lakisha	<ul style="list-style-type: none"> - Vacancy - Counselor/SEL Coach - Upcoming Interview for Kindergarten and 3rd Grade 12:1:1 - 6th Grade

	-
--	---

Minutes	Responsibility	Topic: Universal Language at HBM
5	Lakisha	<ul style="list-style-type: none"> - Language - Hand Signals

Minutes	Responsibility	Topic: Update on 5th Grade Departmentalization
5	Departmentalizing Committee	

Next Steps:	<ul style="list-style-type: none"> - Components of digital portfolio - Speak to constituents regarding gathering information on components for lesson plans - Staffing updates - Universal hand signals HBM updates - 5th Grade Departmentalizing updates
-------------	--

HBM SBPT Rolling Agenda



RCSD Norms

Take an inquiry stance	Start and end on time
Ground statements in evidence	Be here now
Assume positive intentions and take responsibility for impact	Expect non-closure
Stick to protocol and hear all voices	Expect discomfort in the service of learning

Date:		
Attendees:		
Links:		
Assigning roles:		Scribe: Time Keeper: Facilitator: Chairperson: Lakisha
Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Minutes	Responsibility	Topic:

Next Steps:	
-------------	--