

## School-Based Planning Team

**Date:** February 24, 2021

**Time:** 3:30pm - 4:30pm

**Location:** Francis Parker School No. 23

**Facilitator:** Greg

**Time keeper:** Carla

**Note taker:** Jenn

**Norms Tracker:** Jaime

**Members Present:** Katie Yarlett-Fenti, Carla Roberts, Patricia Taboada-Serrano, Jenn Rothfuss, Patricia McKinney, Kevin White, Anquinette Kirton, Greg Kunzer, Caroline Carello, Jaime Kamauf, Jessa Perez

### Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30 pm - 3:33 pm	3	<p><b>Review objectives for today/Agenda</b></p> <p>Standing Items:</p> <ul style="list-style-type: none"> <li>• Assign Times &amp; Roles</li> <li>• Review Norms</li> <li>• Approval of Minutes</li> <li>• Professional Development</li> <li>• Shared Governance Report Out</li> <li>• SCEP Progress Monitoring</li> <li>• New Business</li> <li>• Agenda for next meeting</li> <li>• Pluses/Deltas</li> </ul> <p>New Business:</p> <ul style="list-style-type: none"> <li>• Parent Survey</li> </ul>	Katie		
3:33pm - 3:35pm	2	<p><b>Topic: Assign Roles</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Done</li> </ul>	All		
3:35pm - 3:37pm	2	<p><b>Topic: Review Norms</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Take an inquiry stance</li> <li>• Ground statements in evidence</li> <li>• Assume positive intentions and take responsibility for impact</li> <li>• Stick to protocol and hear all voices</li> <li>• Start and end on time</li> <li>• Be here now</li> <li>• Expect non-closure</li> <li>• Expect discomfort in the service of learning</li> </ul>	All		

3:37pm - 3:39pm	2	<p><b>Topic: Approval of Minutes</b></p> <p><b>NOTES: No discussion</b></p> <ul style="list-style-type: none"> <li>• Minutes were approved.</li> </ul>	All		
3:39pm - 3:41pm	2	<p><b>Topic: Professional Development</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Social-Emotional/WCH PD Proposal <ul style="list-style-type: none"> <li>○ <b>Approved 2/24/2021</b></li> </ul> </li> </ul>	Katie		
3:41pm - 4:01pm	20	<p><b>Topic: Shared Governance Report Out</b></p> <p><b>NOTES:</b></p> <p><u>Rigorous Academics:</u></p> <ul style="list-style-type: none"> <li>• Curriculum Night Reflection <ul style="list-style-type: none"> <li>○ Do it sooner in the year</li> <li>○ We should consider doing it through Zoom again to reach more parents.</li> </ul> </li> <li>• Items to consider for the rest of this year and next year: <ul style="list-style-type: none"> <li>○ Should we do a bank of videos for RACE and CUBES where we record a 15 minute video that is a tutorial?</li> <li>○ High Honor Roll, Honor Roll, Most Improved Recognition for next year- can showcase them on the monitor in the front foyer or on the bulletin board.</li> <li>○ Grading? How do we create rubrics that make sense to our families and the teachers have a consistent way to grade students in grades K-5. Katie is going to reach out to the district to see what they already have in place to revamp the grading system.</li> <li>○ Do we go back to PBLs next year? Think about it for the next meeting. Aprille will reach out to Kim B about support with PBL, as well as, Joanne and Kim M.</li> </ul> </li> </ul> <p><u>Building Relationships:</u></p> <ul style="list-style-type: none"> <li>• Pieces of Africa Event is scheduled for 2/25/21 from 5-5:30. Interactive format similar to Heritage Peace. Following this piece, families will be invited to “walk through” grade level exhibits. Grade level work is accessible to all families on Facebook as well.</li> <li>• Preparing to do a survey for staff to see where their needs are so we can connect them with resources provided by the SEL.</li> </ul>	Team Leaders		

		<p><u>Community Excellence:</u></p> <ul style="list-style-type: none"> <li>Reviewed the attendance piece with regards to what teachers are doing, what’s working and how teachers are communicating absences to the Attendance Team, in addition incentives were mentioned such as Shout Outs.</li> <li>Try to figure out how to do an event that is accessible to all families.</li> </ul> <p><u>Equity and Student Engagement:</u></p> <ul style="list-style-type: none"> <li>We working on a project: creation of a resource bank for the School Community which is designed for families, teachers, students...the resources range from Social Emotional Health, Community Resources, Health &amp; Physical Activity, Tech Support, Academic Support-</li> <li></li> </ul>			
4:01pm - 4:10pm	8	<p><b>Topic: SCEP Progress Monitoring</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Katie will start a revised SCEP document where we can start to move dates around.</li> <li>We are about 6 weeks behind on our SCEP plan with the rollout of the Hallmarks and reopening</li> <li>Proposal: Move to Hallmark 3 (Writing). <ul style="list-style-type: none"> <li>Approved 2/24/2021</li> </ul> </li> </ul>	All		
4:20pm - 4:26	6	<p><b>Topic: New Business</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>What can we do to connect better with our families?</li> <li>Are the platforms we’re using working? (We should be evaluating these, and how do we do that?)</li> <li><i>How are you getting your information from the School?</i></li> <li>Do we want PTA to help with surveying families?</li> <li>When pushing out the survey, we should utilize as many communication methods as possible i.e. robo-call, Facebook, word of mouth, Parent Connections, in-person</li> <li>Ultimate goal of helping the School become better through relationship building.</li> <li>Survey Questions: tailor it to meet the needs of our school</li> </ul>	<p>Community Excellence creates the survey.</p> <p>Prior to the survey being sent out SBPT will view it &amp; approve it.</p> <p>Equity and Engagement will analyze the survey.</p>	<p>3/3/21</p> <p>3/17/21</p> <p>TBD pending the deadline set forth by SBPT</p>	

4:26pm - 4:28pm	2	<p><b>Topic: Agenda for Next Meeting</b></p> <p><b>NOTES: Next Mtg. March 17th @ 3:30pm</b></p> <p>Standing Items:</p> <ul style="list-style-type: none"> <li>• Review Norms (Standing)</li> <li>• Approval of Minutes (Standing)</li> <li>• PD Approval (Standing)</li> <li>• Shared Governance Report Out (Standing)</li> <li>• SCEP Progress Monitoring (Standing)</li> <li>• Agenda for next meeting (Standing)</li> <li>• Pluses/Deltas (Standing)</li> </ul> <p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• Instructional Plan with regards to the Hallmarks outlined in the SCEP</li> </ul>	All		
4:28pm - 4:30pm	2	<b>Discuss what worked well about this meeting and what we would like to change next time</b>			
		<b>Plus +</b>	<b>Delta Δ</b>		
		<ul style="list-style-type: none"> <li>• Focused</li> <li>• A lot of good parent feedback</li> <li>• There are actionable items</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		