

School-Based Planning Team

Date: December 16, 2020

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Greg

Time keeper: Jessa

Note taker: Jenn

Norms Tracker: Caroline

Members Present: Katie Yarlett-Fenti, Carla Roberts, Patricia Taboada-Serrano, Jenn Rothfuss, Patricia McKinney, Kevin White, Aniquette 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	Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none"> • Assign Times & Roles • Review Norms • Approval of Minutes • Professional Development • Shared Governance Report Out • SCEP Progress Monitoring • New Business • Agenda for next meeting • Pluses/Deltas New Business: <ul style="list-style-type: none"> • 	Katie		
3:33pm - 3:35pm	2	Topic: Assign Roles NOTES: <ul style="list-style-type: none"> • 	All		
3:35pm - 3:37pm	2	Topic: <u>Review Norms</u> NOTES: <ul style="list-style-type: none"> • Take an inquiry stance • Ground statements in evidence • Assume positive intentions and take responsibility for impact • Stick to protocol and hear all voices 	All		

		<ul style="list-style-type: none"> • Start and end on time • Be here now • Expect non-closure • Expect discomfort in the service of learning 			
3:37pm - 3:39pm	2	<p>Topic: Approval of Minutes</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Minutes were approved. 	All		
3:39pm - 3:41pm	2	<p>Topic: Professional Development</p> <p>NOTES:</p> <ul style="list-style-type: none"> • No new PDs are needed to be submitted for approval at this time. • We are still working through the process with our ELA, Math and SEL workshops from the summer. • PD's approved last month will be forwarded for SBPT signatures. 	Katie		
3:41pm - 4:01pm	20	<p>Topic: Shared Governance Report Out</p> <p>NOTES:</p> <p><u>Rigorous Academics:</u></p> <ul style="list-style-type: none"> • New Date and Time for Curriculum Night: Thursday January 14th from 6:00pm - 7:00pm (two 30 minute presentations for families with multiple kids in multiple grade levels to attend at least two) • Teachers are creating their slide decks as a grade level team during Academic Team meetings with the help of the instructional coaches. • Teachers will give their Zoom links for the event to their families through whichever platform they use, along with the invitation the team created. • Sessions will be recorded so parents who have more than one child or can't make it can still see it. It will be shared with families through whichever platform they use. • Teachers are encouraged to use photographs of student learning, videos, their virtual classroom on the school's webpage, etc. in the presentation. • Some items that can be included are: links to the technology page of the school's website, Google Classroom/SeeSaw app demonstration, "Meet the Teacher" slides, Exploring Curriculum Resources, and any other links that the teacher feels are most important • Specials teachers will create their own slide and send them to classroom teachers. <p><u>Building Relationships:</u></p> <ul style="list-style-type: none"> • Teachers have been asked to send SS topics for Q1 & 2 to Ms. Patricia and some have done so. 	Team Leaders		

		<ul style="list-style-type: none"> Event is tentatively scheduled for February 4th from 5-6:30. The BLM movement is scheduled for the same week, trying to build off of what is happening in the community. <p><u>Community Excellence:</u></p> <ul style="list-style-type: none"> Created 2 sub-committees to break up events and tasks. King’s Crew: Monthly video will highlight students and be available to families. On hold for now: Lion’s Den and Respect & Protect due to social distancing and not being in-person Attendance Shout-Outs in addition to academic/class participation shout-outs have been very well received by students and staff. <p><u>Equity and Student Engagement:</u></p> <ul style="list-style-type: none"> A survey has been put out to the teachers and responses have been coming in. A preliminary analysis has been completed. We will be creating a centralized site of resources for parents that encompass health & wellness, technology, academics, etc... 			
4:01pm - 4:10pm	8	<p>Topic: SCEP Progress Monitoring</p> <p>NOTES:</p> <ul style="list-style-type: none"> Hallmark 1 is wrapping up at this time. Dates are being pushed back in response to the needs of faculty & staff during the first semester. At the next Shared Governance meeting, teams should take 10 minutes to review their section of the SCEP. Hallmark 2 will be introduced the full week after winter break. <ul style="list-style-type: none"> Focus: Discussion Protocols All Shared Governance Teams should take time to look more closely at the SCEP plan during meetings and take notes to be shared with their SBPT representatives at SBPT meetings. 	All		
4:20pm - 4:26	6	<p>Topic: New Business</p> <p>NOTES:</p> <ul style="list-style-type: none"> Guidance for staff in responding to parents should be 24 hours. Parent feedback is relatively positive. The Building Relationships Committee is being charged with creating a 5 question survey including the SCEP plan question “My child’s teachers make themselves available to me.” And, getting it out ASAP. 	All		
4:26pm - 4:28pm	2	<p>Topic: Agenda for Next Meeting</p> <p>NOTES: Next Mtg. January 20th @ 3:30pm</p> <p>Standing Items:</p> <ul style="list-style-type: none"> Review Norms (Standing) Approval of Minutes (Standing) PD Approval (Standing) 	All		

		<ul style="list-style-type: none"> • Shared Governance Report Out (Standing) • SCEP Progress Monitoring (Standing) • Agenda for next meeting (Standing) • Pluses/Deltas (Standing) <p>New Business:</p> <ul style="list-style-type: none"> • N/A 			
4:28pm - 4:30pm	2	Discuss what worked well about this meeting and what we would like to change next time			
		Plus +	Delta Δ		
		<ul style="list-style-type: none"> • Efficient use of time 	<ul style="list-style-type: none"> • 		