

## School-Based Planning Team

**Date:** November 18, 2020

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

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

**Facilitator:** Greg

**Time keeper:** Jenn

**Note taker:** Jessa

**Norms Tracker:** Caroline

**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	<b>Review objectives for today/Agenda</b> Standing Items: <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>• Assessment Administration Updates</li> <li>• New Business</li> <li>• Agenda for next meeting</li> <li>• Pluses/Deltas</li> </ul> New Business: <ul style="list-style-type: none"> <li>• Teacher communication with parents</li> </ul>	Katie		
3:33pm - 3:35pm	2	<b>Topic: Assign Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Done</li> </ul>	All		
3:35pm - 3:37pm	2	<b>Topic: <u>Review Norms</u></b> <b>NOTES:</b> <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		

3:37 pm - 3:40pm	3	<b>Topic: Approval of Minutes</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Minutes were approved.</li> </ul>	All		
3:40pm - 3:42pm	2	<b>Topic: Professional Development</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>SEL/Remote learning PD Approval and SBPT Signatures</li> <li>Approval for 10 hrs ( Remote Teaching 101) and 12 hours (SimpleK12)</li> <li>Yarlett will share forms for approval signatures through google</li> <li>The Summer ELA and MATH PDs were entered and are waiting for approval</li> </ul>	Jen Katie		
3:42pm - 4:02pm	20	<b>Topic: Shared Governance Report Out</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li><u>Rigorous Academics:</u> <ul style="list-style-type: none"> <li>Incorporating the 4 Hallmarks in all subject areas; most of the work is incorporated in the SCEP. Will be in charge of Curriculum Night for November 30th.</li> <li>Upcoming Event: Curriculum Night (12/9)</li> <li>The NWEA data validity and plans for use of it in future. Also looked at preparation for January NWEA.</li> <li>SCEP plan: discussed walkthroughs and reviewed data collection forms</li> </ul> </li> <li><u>Building Relationships:</u> <ul style="list-style-type: none"> <li>Responsible for peace circles, restorative practices, Second Step, Whole Child Health, social emotional monitoring; Will be in charge of Heritage Peace Dinner and Piece of Africa</li> <li>Upcoming Event: Heritage Peace Event (12/3 from 5:00pm - 6:30pm)</li> <li>Virtual Heritage Peace Dinner, 5:00-6:30pm ( Dec 3). Students will pick up a bag with rice and beans ( Latiin style) and they have fun cooking/preparing a special meal.</li> </ul> </li> <li><u>Community Excellence:</u> <ul style="list-style-type: none"> <li>King's Crew, Lion's Den, lanyards for Respect and Protect, student incentives such as student shoutouts on morning announcements, King's Crew monthly nominations, attendance recognition.</li> <li>King's crew month nominations - is now quarterly and Jason is making a video for the announcements</li> <li>Weekly shoutout forms - positive incentives</li> <li>Attendance awards ? What's the criteria for this?</li> </ul> </li> </ul>	Team Leaders		

		<ul style="list-style-type: none"> <li>○ Respect and Protect? What does this look like virtually? We should consider using DOJO points.</li> <li>○ We should consider breaking into smaller groups and taking on different tasks.</li> <li>● <u>Equity and Student Engagement:</u> <ul style="list-style-type: none"> <li>○ Spent much of the time talking about student equity and student engagement; Responsible for PBL night, culturally responsible pedagogy</li> <li>○ Needs more focus and more clear action plans</li> <li>○ Team will start with working on an event and discuss concrete goals.</li> <li>○ Parent feedback: consider providing resources for parents to level the field for students. Especially for parents who don't have as much time to support their children's learning due to work/schedules.</li> </ul> </li> </ul>			
4:02pm - 4:10pm	8	<p><b>Topic: SCEP Progress Monitoring</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>● All shared governance teams are associated with one area of the SCEP and will need to monitor that area of the SCEP.</li> <li>● The Rigorous Academics Team will use walkthroughs to provide feedback to teachers on specific areas of the SCEP.</li> <li>● Hallmark 1 needed extra time due to the importance of focusing on student engagement.</li> <li>● Hallmark 2 will be introduced the full week before winter break.</li> <li>● Building Relationships members have had meetings about WHOLE Child. Also Ms. D and Ms. Patricia are visiting classes throughout the week.</li> <li>● Other teams should take time to look more closely at the SCEP plan during meetings and take notes.</li> </ul>			
4:10pm - 4:15pm	5	<p><b>Topic: Assessment Administration Updates</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>● Math Common Formative Assessments-</li> <li>● NWEA- teachers are examining the validity/ honest assessment for the students' true level.</li> <li>● Fountas and Pinnell-</li> <li>● Skills Strand-</li> <li>● Multiple assessments are being used in order to better understand the whole student.</li> <li>● We will need to look closely at the data and compare it to last year's scores.</li> <li>● ELA assessments ( from department) are being deferred for now because coaches have been away too long from the classroom.</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>• Parent Communication</li> <li>• Guidance for staff in responding to parents should be 24 hours.</li> <li>• It's good for all the teachers to be on the same page with the parents.</li> </ul>	All						
4:26pm - 4:28pm	2	<p><b>Topic: Agenda for Next Meeting</b></p> <p><b>NOTES: Next Mtg. Dec. 16th @ 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>New Business:</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	All						
4:28pm - 4:30pm	2	<p><b>Discuss what worked well about this meeting and what we would like to change next time</b></p> <table border="1" data-bbox="358 993 1511 1178"> <thead> <tr> <th data-bbox="358 993 1268 1077" style="text-align: center;"><b>Plus +</b></th> <th data-bbox="1268 993 1511 1077" style="text-align: center;"><b>Delta Δ</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="358 1077 1268 1178"> <ul style="list-style-type: none"> <li>• Starting and Ending on time</li> <li>• New plan for one of our teams</li> </ul> </td> <td data-bbox="1268 1077 1511 1178"> <ul style="list-style-type: none"> <li>•</li> </ul> </td> </tr> </tbody> </table>				<b>Plus +</b>	<b>Delta Δ</b>	<ul style="list-style-type: none"> <li>• Starting and Ending on time</li> <li>• New plan for one of our teams</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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