

School-Based Planning Team

Date: October 21, 2020

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Katie

Time keeper: Lisa

Note taker: Joanne

Norms Tracker: Carla

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, Kim Buonomo, Aprille Burton, Joanne Swick, Lisa Clayton,

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 • Welcome New RTA Members • Professional Development • Shared Governance Report Out • Walkthrough Tool • Title 1 • SCEP Progress Monitoring • Parent Teacher Conferences • Math Assessments • New Business • Agenda for next meeting • Pluses/Deltas 	Katie		
3:33pm - 3:35pm	2	Topic: Assign Roles NOTES: <ul style="list-style-type: none"> • Done 	All		
3:35pm - 3:37pm	2	Topic: Review Norms 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 • Start and end on time 	All		

		<ul style="list-style-type: none"> • Be here now • Expect non-closure • Expect discomfort in the service of learning 			
3:37 pm - 3:40pm	3	Topic: Approval of Minutes NOTES: <ul style="list-style-type: none"> • Minutes approved 	All		
3:40pm - 3:42pm	2	Topic: Professional Development NOTES: <ul style="list-style-type: none"> • PD Approval- No PD to be approved this month • Burton will send any PD forms to K. Yarlett now that she is no longer on the SBPT. 	All		
3:42pm - 3:58pm	11	Topic: Shared Governance Report Out NOTES: <ul style="list-style-type: none"> • New Shared Governance Team Staff Assignments • Reallocation of New Team Members • Roles of each team • <u>Rigorous Academics:</u> <ul style="list-style-type: none"> ○ 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. • <u>Building Relationships:</u> <ul style="list-style-type: none"> ○ 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 • <u>Community Excellence:</u> <ul style="list-style-type: none"> ○ 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 • <u>Equity and Student Engagement:</u> <ul style="list-style-type: none"> ○ Spent much of the time talking about student equity and student engagement; Responsible for PBL night, culturally responsible pedagogy 	Team Leaders		
3:58pm - 4:08pm	5	Teacher Walkthrough Tool NOTES: <ul style="list-style-type: none"> • Katie shared the Teacher Walkthrough Tool that will be used during teacher walkthroughs. Boxes can be checked, with a space for short responses. 			
4:08pm - 4:13pm	5	Topic: Title 1 NOTES:	All		

		<ul style="list-style-type: none"> Title 1 funds are based on attendance, data, student enrollment, programs etc. Title 1 funds are for family engagements (light refreshments) Funds were secured for Heritage Peace Dinner, Piece of Africa, Math & Movement night, PBL, traveling PTA meetings and Coffee and Conversations with the principal Patricia will email form to Mrs. Taboada-Serrano for an electronic signature 							
4:13pm - 4:23pm	2	<p>Topic: SCEP Progress Monitoring</p> <p>NOTES:</p> <ul style="list-style-type: none"> All shared governance teams are associated with one area of the SCEP and will need to monitor that area of the SCEP. 							
4:23pm - 4:26pm	3	<p>Topic: New Business</p> <p>NOTES:</p> <ul style="list-style-type: none"> Math Assessments- Piloting Common Assessments for Grades 3-8. Taken on a Google Form (7 multiple choice questions, 2 constructed responses). Data is used to drive instruction. Parent Teacher Conferences will be held Monday-Friday next week, and the following week. It will be up to teachers to set up meeting times with families. There will need to be a form that tells when you met with parents (teacher name, student name, time and date of conference) 	All						
4:26pm - 4:28pm	2	<p>Topic: Agenda for Next Meeting</p> <p>NOTES: Next Mtg. Oct. 21st @ 3:30</p> <p>Standing Items:</p> <ul style="list-style-type: none"> Review Norms (Standing) Approval of Minutes (Standing) PD Approval (Standing) 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"> Teacher communication with parents 	All						
4:28pm - 4:30pm	2	<p>Discuss what worked well about this meeting and what we would like to change next time</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center; color: blue;">Plus +</th> <th style="width: 50%; text-align: center; color: blue;">Delta Δ</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Nice having old and new members together Start on time </td> <td> <ul style="list-style-type: none"> Ending on Time </td> </tr> </tbody> </table>				Plus +	Delta Δ	<ul style="list-style-type: none"> Nice having old and new members together Start on time 	<ul style="list-style-type: none"> Ending on Time
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