

## School-Based Planning Team

**Date:** September 23, 2020

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

**Facilitator:** Katie Yarlett-Fenti

**Time keeper:** Aprille Burton

**Note taker:** Joanne Swick

**Norms Tracker:** Kim Buonomo

**Members Present:** Katie Yarlett-Fenti, Kim Buonomo, Aprille Burton, Joanne Swick, Lisa Clayton, Carla Roberts, Patricia Taboada-Serrano, Jenn Rothfuss, **Patricia McKinney**, Kevin White, **Anquinette Kirton**

### Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30 pm - 4:30 pm	60 min	<b>Review objectives for today/Agenda</b> Standing Items: <ul style="list-style-type: none"> <li>• Assign Times</li> <li>• Assign 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>	Katie		
	1	<b>Topic: Assign Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Done</li> </ul>	Katie		
	0	<b>Topic: Review Norms</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Done</li> </ul>	All		

0	<p><b>Topic: Approval of Minutes</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Minutes approved</li> </ul>	All		
5	<p><b>Topic: Professional Development</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>PD Approval- No PD to approve this month</li> <li>2020-2021 PD Plan- Katie shared the Building-Based PD plan; information taken straight out of the SCEP plan</li> <li>Wednesday PDs- Staff meeting once a month; 3 PD sessions the other weeks. 9-10am every Wednesday will be for committee meetings (Shared Governance, ILT, Building Committee).</li> </ul>	All		
15	<p><b>Topic: Shared Governance Report Out</b></p> <p><b>NOTES:</b></p> <p><b>This Meeting:</b></p> <ul style="list-style-type: none"> <li>What are the responsibilities of the Shared Governance Teams?</li> <li>How will team members be held accountable?</li> <li>Learning targets for each shared governance group must be completed by 9/30 at 4pm.</li> </ul>	Team Leaders		
10	<p><b>Topic: SCEP Progress Monitoring</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Review the document- RCSD put Learning Lab classrooms on hold for the time being. Classroom walkthroughs have begun, with a focus on rituals and routines</li> <li>Discuss proposed changes</li> </ul>	All		
20	<p><b>Topic: New Business</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Teacher Member Elections Update- Information will be sent from Jenn Rothfuss to our private email</li> <li>Walkthrough Schedule- Katie shared the walkthrough schedule. Looking for evidence of relationship building, ritual/routines, positive environment. Rotation between</li> </ul>	All		

		<p>math and ELA focus. One walkthrough per week will be during an instructional block, and the other will be during SEL support time.</p> <ul style="list-style-type: none"> <li>• Walkthrough Tool- Katie shared walkthrough tool</li> <li>• Special Subject Teachers and Zoom links- Katie received numerous emails from special subject teachers. When they come into a zoom for a classroom teacher, they don't have the same rights as the host. All special subject teachers will create their own Zoom link and give them to the classroom teachers. These will be put into Seesaw and Google Classroom. This will begin Monday, 9/28.</li> </ul>							
	9	<p><b>Topic: Agenda for Next Meeting</b>  <b>NOTES: Next Mtg. Oct. 21st @ 3:30</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>•</li> </ul>	All						
		<p align="center"><b>Discuss what worked well about this meeting and what we would like to change next time</b></p> <table border="1"> <thead> <tr> <th align="center">Plus +</th> <th align="center">Delta Δ</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>• All voices heard</li> <li>• Started on time</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Ending on time</li> </ul> </td> </tr> </tbody> </table>				Plus +	Delta Δ	<ul style="list-style-type: none"> <li>• All voices heard</li> <li>• Started on time</li> </ul>	<ul style="list-style-type: none"> <li>• Ending on time</li> </ul>
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