

## School-Based Planning Team

**Date:** August 26, 2020

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

**Facilitator:** Katie Yarlett-Fenti

**Time keeper:** Patricia McKinney

**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

### 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>• PD Approval</li> <li>• Shared Governance Report Out</li> <li>• SCEP Progress Monitoring</li> <li>• Agenda for next meeting (Standing)</li> <li>• Pluses/Deltas (Standing)</li> </ul>	Katie		
	1 min	<b>Topic: Assign Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Roles were assigned</li> </ul>	All		
	1 min	<b>Topic: Review Norms</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Kim Buonomo read the norms</li> </ul>	All		
	1 min	<b>Topic: Approval of Minutes</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Minutes approved from last meeting</li> </ul>	All		
	2 min	<b>Topic: PD Approval</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Whole Child Health- 4 hour PD on self-care and the healing power of humor. APPROVED</li> <li>• Carla will send Aprille Burton the paperwork to get the PD approved</li> </ul>	Carla		

15 min	<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>We reviewed the current Shared Governance titles and whether or not they met our plan. We discussed the Social Excellence title, and decided to change the name to Community Excellence. Authentic Relationships title was changed to Building Relationships. Engaging Learning changed to Equity and Student Engagement.</li> <li>SBPT members chose their new Shared Governance groups.</li> </ul> <p><b>Last Meeting:</b></p> <ul style="list-style-type: none"> <li>Katie reviewed and defined the current purposes of each team. She then asked that we consider changing the names/descriptions and purposes of these teams.</li> <li>Will there be an accountability piece for all members of a team? We will need to have a deep discussion regarding elements of these teams.</li> <li>This will be a major focus for our next meeting. TBD</li> </ul>	Team Leaders		
5 min	<p><b>Topic: SCEP Progress Monitoring</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Review the document</li> <li>Discuss proposed changes</li> </ul>	All		
4 min	<p><b>Topic: New Business</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Teacher Member Elections <ul style="list-style-type: none"> <li>Nominations virtual. Teachers will nominate, see who accepts, and then do a Google Form. No timeline yet.</li> </ul> </li> <li>Reopening Updates <ul style="list-style-type: none"> <li>On Monday, a welcome letter, materials pick up information, classroom supply lists, student schedules, and log in information will be sent home</li> </ul> </li> </ul>	All		
1 min	<p><b>Topic: Agenda for Next Meeting</b></p> <p><b>NOTES: Next Mtg. @ 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>Social-Emotional PD</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		

	2 min	<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>• All voices heard</li><li>• Started on time</li></ul>	<ul style="list-style-type: none"><li>• Ending on time</li></ul>