

Date: August 12, 2020

Location: Francis Parker School No. 23

Facilitator: K. Yarlett-Fenti

Time keeper: K. White

Note taker: J. Rothfuss

Next steps tracker: NA

Norms Tracker: C. Roberts

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

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30 pm - 4:30 pm	60 min	Review objectives for today/Agenda <ul style="list-style-type: none">• Assign Roles• Review Norms (Standing)• Welcome• Approval of Minutes (Standing)• PD Approval (Standing)• Shared Governance Report Out (Standing)• SCEP Progress Monitoring (Standing)• New Business (Standing)• Agenda for next meeting (Standing)• Pluses/Deltas (Standing)	Katie		
	0 min	Topic: Review Norms NOTES: <ul style="list-style-type: none">• Done	All		
	3 min	Topic: Welcome NOTES: <ul style="list-style-type: none">• All members introduced themselves.	Katie		
	1 min	Topic: Approval of Minutes NOTES: <ul style="list-style-type: none">• All approved with one abstention.	All		
	1 min	Topic: PD Approval NOTES: <ul style="list-style-type: none">• Reviewed the Deep Dive for ELA & Math approvals for our new members.• Mrs. Burton will be our new PD point person.	Katie		
	12 min	Topic: Shared Governance Report Out NOTES: The document was shared with the team.	Team Leaders		

		<ul style="list-style-type: none"> • Katie reviewed and defined the current purposes of each team. And then asked that we consider changing the names/descriptions and purposes of these teams. • 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. • This will be a major focus for our next meeting. TBD 			
	10 min	<p>Topic: SCEP Progress Monitoring</p> <p>NOTES: Debriefed the purpose of this document with our new parent members.</p> <ul style="list-style-type: none"> • This portion of the agenda will also be a major focus for our next meeting. A PDF will be sent out to our new parent members for review. 	All		
	8 min	<p>Topic: New Business</p> <p>NOTES: We went around and shared any new business that should be discussed at future meetings.</p> <ul style="list-style-type: none"> • Reviewed norms • Social-Emotional PD dates and approval. Time to work with teachers before working with students • Equity with online teaching, how are we making sure that <u>all</u> of our students are getting solid instruction with the hybrid model? • Leader selection for Shared Governance teams • Current Events connections with the school and teachers • Set days and times for our future SBPT Meetings • Assessments: What is the plan? • Teacher Member Elections • Strategies for a strong start to our school year with students with regards to curriculum (struggles) 	All		
	1 min	<p>Topic: Agenda for Next Meeting</p> <p>NOTES: Next Mtg. August 26th @ 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) • Social-Emotional PD • Agenda for next meeting (Standing) • Pluses/Deltas (Standing) 	All		

	3 min	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">• Fantastic Time-Keeping• Openness and dialogue• Embracing our new team members :)• All present and engaged in the thinking	<ul style="list-style-type: none">• Beginning and Ending on time