

## School-Based Planning Team

**Date:** August 17, 2022

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

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

**Facilitator:** Katie

**Time keeper:** Greg

**Note taker:** Jessa

**Norms Tracker:** Sheila

**Members Present:** Katie Yarlett-Fenti, Carla Roberts, Patricia McKinney, ~~Josh Dean~~, Jessa Perez, Greg Kunzer, Corynn English, ~~Jen Rothfuss~~, ~~Jamie Klotz~~, Sheila Howland, Paula Bryant Blue, Ben Edwardsen, Jessica Hardin and Jonathan Marsh

### Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30pm - 4:30pm	2	<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>• Title 1 Funds</li> <li>• PD Approval Process</li> <li>• PD Plan 2022-2023</li> <li>• Assessment Calendar 2022-2023</li> <li>• Faculty Meetings/Committee Meetings</li> <li>• Review Data Wise Section of SCEP</li> </ul>	Facilitator		
3:32pm - 3:34pm	2	<b>Topic: Assign Times and Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Done</li> </ul>	Facilitator		
3:34pm - 3:36pm	2	<b>Topic: Review Norms</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> </ul>	Norms Tracker		

		<ul style="list-style-type: none"> <li>• Expect non-closure</li> <li>• Expect discomfort in the service of learning</li> </ul>			
3:36pm - 3:41pm	5	<b>Topic: Title 1 Funds</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Events: open house, heritage peace dinner, piece of Africa, PTA meetings and any other family events selected.</li> <li>• The money is used for the refreshments and additional snacks.</li> <li>• Parent approved/ Mr. Edwardsen will sign off.</li> </ul>	Patricia		
3:46pm - 3:48pm	2	<b>Topic: PD Approval Process</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Click <a href="#">here</a> for the PD Form</li> <li>• Members approved.</li> </ul>	Katie		
3:48pm - 3:57pm	8	<b>Topic: PD Plan 2022-2023</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Click <a href="#">here</a> for the document.</li> <li>• Reviewed plan as a team.</li> </ul>	Katie		
3:57pm - 4:02pm	4	<b>Topic: Assessment Calendar 2022-2023</b> <b>NOT</b> <ul style="list-style-type: none"> <li>• Click <a href="#">here</a> for the document</li> <li>• Calendar will be added to our website.</li> </ul>			
4:02pm - 4:08pm	10	<b>Topic: Committee Meetings Schedule</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• 2:15pm-3:15pm</li> <li>• Faculty Meetings/Shared Governance Team Meetings (1st Wed)</li> <li>• Building Committee Meetings (2nd Wed)</li> <li>• SBPT Meetings (3rd Wed)</li> <li>• Data Wise Meetings (4th Wed)</li> <li>• Members approved.</li> </ul>	Katie		
4:08pm - 4:18pm	10	<b>Topic: Update on SCEP Plan: Data Wise</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Click <a href="#">here</a> for the SCEP Plan</li> <li>• Members approved.</li> </ul>	All		
4:18pm - 4:26pm	15	<b>Topic: New Business</b> <b>NOTES:</b>	All		

		<ul style="list-style-type: none"> <li>• Open House (9/27/22 5:00pm - 6:30pm)</li> <li>• Members approved.</li> </ul>							
4:25pm - 4:28pm	3	<p><b>Topic: Agenda for Next Meeting</b></p> <p><b>NOTES: Next Mtg. October 19th @ 3:30pm</b></p> <ul style="list-style-type: none"> <li>• Assign Times &amp; Roles</li> <li>• Review Norms</li> <li>• Approval of Minutes</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="456 621 1414 800"> <thead> <tr> <th data-bbox="456 621 1114 701">Plus +</th> <th data-bbox="1114 621 1414 701">Delta Δ</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 701 1114 800"> <ul style="list-style-type: none"> <li>• Started and ended on time.</li> <li>• Be here now</li> </ul> </td> <td data-bbox="1114 701 1414 800"> <ul style="list-style-type: none"> <li>• N/A</li> </ul> </td> </tr> </tbody> </table>				Plus +	Delta Δ	<ul style="list-style-type: none"> <li>• Started and ended on time.</li> <li>• Be here now</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
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