

School-Based Planning Team

Date: February 28, 2023

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Katie

Time keeper: Jessa

Note taker: Jen T./Jessa

Norms Tracker: Jamie

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, Jennifer Thettu

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30pm - 3:32pm	2	Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none"> Assign Times & Roles Review Norms PD Approval Math Walkthrough Outcomes Teacher Voluntary Transfer Process/ Interview Team Faculty/Committee Meeting Updates New Business 	Facilitator		
3:32pm - 3:34pm	2	Topic: Assign Times and Roles NOTES: <ul style="list-style-type: none"> Done 	Facilitator		
3:34pm - 3:36pm	2	Topic: <u>Review Norms</u> 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 Be here now Expect non-closure Expect discomfort in the service of learning 	Norms Tracker		
3:36pm - 3:42pm	6	Topic: PD Approval NOTES: <ul style="list-style-type: none"> No submissions. 	All		

		<ul style="list-style-type: none"> • <u>PBL Workshop Training</u>: The 5th grade team collaborated with Schools 12 and 4 to create a water-themed PBL Unit for Quarter 4 across all three participating schools. Erie Canal focus. Students solving a problem or question they want to answer. Mr. Beck will be involved. • <u>Anti-Racist Curriculum Training</u>: All teachers in Grades K-6 have been given the opportunity to take the SEL, Enslavement, Relining and Anti-racist Remarks PDs. The Enslavement PD will be held in-person and the others are available for registration through True North Logic. Teachers will be paid. • Beginning to work on Summer PD for pay and/or PLI. 5-day summer summit (½ days) or 3-day summer summit (full days)? Time of year? 			
3:42pm - 3:52pm	10	<p>Topic: Math Walkthrough Noticings and Wonderings/SIP Connection</p> <p>NOTES:</p> <ul style="list-style-type: none"> • https://docs.google.com/document/d/1YwqrMd_sa9sJ3C1YOxV4N1enYn-SsFEYhBJankYLrRU/edit • Teachers felt this was an important process and appreciated the visit • New ideas were implemented school wide 	Katie		
3:52pm - 4:02pm	10	<p>Topic: Teacher Voluntary Transfer Process/ Interview Team</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Interview Team Members: Schedule of interviews will be sent out to staff and parents. Each area will be interviewed on different days (special ed, primary, intermediate, specials, etc). People interested in being part of the team will join team. • Interview Schedule • Interview Questions 	All		
4:12pm - 4:22pm	10	<p>Topic: Faculty/Committee Meetings Updates</p> <p>NOTES:</p> <ul style="list-style-type: none"> • <u>Building Relationships</u> <ul style="list-style-type: none"> ○ We had our Piece of Africa event today during the school day. The event featured the chorus, student art work, a professional dancer, trivia, poetry readings, as well as some student work that was highlighted. The team would like to have two events in future years including one that is during the school day for all students and another that is an after school event for families. <p>Slides from the event Video of the event</p> <ul style="list-style-type: none"> ○ Committee is working to plan next house day 	All		

		<ul style="list-style-type: none">• <u>Student Equity and Engagement</u><ul style="list-style-type: none">○ 100 days of Friendship event on 2/13 led by student council. Students rotated among 4 stations and completed 100 day activities. Students at various grade levels worked together• <u>Data Wise</u><ul style="list-style-type: none">○ We completed our first SIP Action Plan for Math. Staff enjoyed the opportunity to visit each other’s classrooms. They would like to do the same for ELA.○ The Data Wise Team met for PD with the KORU group to develop a new <u>Action Plan Cycle for ELA</u> that focuses on close reading and writing about texts, including justifications along a K-6 continuum.○ The students will complete a 2 point short constructed response question that will be used as a baseline. Results will be used to determine how to use coaches and small group instruction to address student needs. A second response question will be given after 4 weeks to determine growth.• <u>Community Excellence</u><ul style="list-style-type: none">○ Lion’s Den on Friday 3/3: attendance award, art showcase, looking to include student council, recruiting new mascot, house points announced○ King’s Crew students have been selected by classroom teachers for month of February○ T-shirt design/prizes will be sent out to the school this month.○ Sunshine sent flowers and cards out this month.			
4:22pm - 4:28pm	6	Topic: New Business NOTES: <ul style="list-style-type: none">• <u>Book Vending Machine-</u>• <u>District School Walkthrough-</u> 3/1/23 from 9:00am-12:00pm	All		
4:28pm - 4:29pm	1	Topic: Agenda for Next Meeting NOTES: Next Mtg. March 15th @ 3:30pm <ul style="list-style-type: none">• Assign Times & Roles• Review Norms• Approval of Minutes• Walkthrough Results/SIP Connection• Data Wise/Koru Training• Faculty/Committee Meeting Updates• New Business	All		
4:29pm - 4:30pm	1	Discuss what worked well about this meeting and what we would like to change next time			
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		<ul style="list-style-type: none">• We stuck to schedule• Ended early• Teams entered minutes ahead of time which kept the meeting flowing	<ul style="list-style-type: none">• N/A
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