

School-Based Planning Team

Date: March 15, 2023

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Greg

Time keeper: Sheila

Note taker: Jen

Norms Tracker: Corynn

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

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 (Standing) • Review Norms (Standing) • PD Approval (Standing) • Teach Boost • 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	2	Topic: PD Approval NOTES: <ul style="list-style-type: none"> • No PD requests have come through 	All		

3:42pm - 3:52pm	10	Topic: Teach Boost NOTES: <ul style="list-style-type: none"> New software for teachers to view observation notes from administrators. Teachers can solve electronically 	Katie		
3:52pm - 3:55pm	3	Topic: Teacher Voluntary Transfer Process/ Interview Team NOTES: <ul style="list-style-type: none"> Interview Schedule: email will be sent to staff to invite to interviews for various positions. Interviews will be on Zoom. There will be open positions due to retirements and filling a position that currently has a long term substitute Interview Questions Ben Edwardsen is willing to interview. 	All		
3:55pm - 4:15pm	20	Topic: Faculty/Committee Meetings Updates NOTES: <ul style="list-style-type: none"> <u>Building Relationships</u> <ul style="list-style-type: none"> House day will be occurring at the end of March after Lion's Den. Using feedback from students to determine activities. Just Dance Kids, popcorn machine <u>Student Equity and Engagement</u> <ul style="list-style-type: none"> Katie will ask Carla's team to upload notes. <u>Data Wise</u> <ul style="list-style-type: none"> We are currently focusing on teaching close reading strategies and writing about texts, including justifications, along a K-6 continuum. Students completed a baseline 2-point short constructed response question K-6. Baseline results led to informative grade level team conversations which identified areas in need of growth by individual students, classes, and/or grade levels. The intermediate grades will focus on strengthening their justifications in writing, while the primary grades will continue to focus on the RACE strategy and using the 2-point rubric to assess their writing. A second 2-point constructed response question will be given soon to determine growth from the baseline. <u>Community Excellence</u> <ul style="list-style-type: none"> Next Lion's Den will be 3/31. Student council members will help with Lion's Den Attendance awards continue monthly, King's Crew winners selected monthly, PAWS shoutouts continue, Sunshine committee continues Staff t-shirt designs will be sent out to staff: zip up sweatshirt, hoodie, t-shirt 	All		

4:15pm - 4:28pm	13	Topic: New Business NOTES: <ul style="list-style-type: none">No new business	All						
4:28pm - 4:29pm	1	Topic: Agenda for Next Meeting NOTES: Next Mtg. April 19th @ 3:30pm <ul style="list-style-type: none">Assign Times & Roles (Standing)Review Norms (Standing)Approval of Minutes (Standing)PD Approval (Standing)Faculty/Committee Meeting Updates (Standing)New Business (Standing)	All						
4:29pm - 4:30pm	1	Discuss what worked well about this meeting and what we would like to change next time <table><tr><th>Plus +</th><th>Delta Δ</th></tr><tr><td><ul style="list-style-type: none">Started on timeFinished earlyHeard from many voices; active participationParent involvement in interview process</td><td><ul style="list-style-type: none"></td></tr></table>				Plus +	Delta Δ	<ul style="list-style-type: none">Started on timeFinished earlyHeard from many voices; active participationParent involvement in interview process	<ul style="list-style-type: none">
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