

School-Based Planning Team

Date: April 19, 2023

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Greg

Time keeper: Patricia

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, Jonathan Marsh, Jessa Perez, Patricia McKinney, Jen 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 (Standing)Review Norms (Standing)PD Approval (Standing)School Improvement PlanFaculty/Committee Meeting UpdatesNew 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 stanceGround statements in evidenceAssume positive intentions and take responsibility for impactStick to protocol and hear all voicesStart and end on timeBe here nowExpect non-closureExpect 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		

3:55pm - 4:05pm	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"> ○ Having Q3 House Day 4/28 in conjunction with the Lion's Den will include dance & coloring contest along with snacks • <u>Student Equity and Engagement</u> <ul style="list-style-type: none"> ○ PBL Showcase will take place on 6/13 in-person, dinner provided for all. Timing is still under consideration as are the fine tuning of details. ○ K-2 will launch next units the week of 4/24 ○ 3-6 will launch the week of 5/8 • <u>Data Wise</u> <ul style="list-style-type: none"> ○ Meeting held to review SIP Literacy Action Plan. ○ Drafting 2023-2024 SIP • <u>Community Excellence</u> <ul style="list-style-type: none"> ○ Next Lion's Den is 4/28 led by the Student Council. ○ T-Shirts are in production ○ Bulletin Board outside 101 highlighting all of the different events happening @ 23. ○ Sunshine Committee has done quite a bit with regards to retirements 	All		
3:51pm - 4:25pm	10	<p>Topic: School Improvement Plan</p> <p>NOTES: Katie began by sharing our standing according to NYSED as a school (LSI: Local Support & Improvement) and as a district (641 out of 641). She then moved into the timeline and general process. The slide deck is accessible in the SBPT minutes.</p> <ul style="list-style-type: none"> • <u>School Improvement Plan Process Intro</u> <ul style="list-style-type: none"> ○ Dates: 5/17 (SBPT), 5/20 (DW), 5/24 (DW), 5/31 (SBPT), 6/6 (DW), 6/21 (SBPT) • <u>Accountability Status: LTSI</u> • <u>Equity Self-Reflection</u> <ul style="list-style-type: none"> ○ How are we doing with the culturally responsive framework & environment? ○ SBPT has decided to move forward with completing this document. This should be completed with consideration given for the whole school, not a single classroom. • <u>2023-2024 SIP Guide</u> • <u>2023-2024 SIP</u> • <u>Student Survey</u> <ul style="list-style-type: none"> ○ Optional again, but information gained is quality. • <u>Parent Survey</u> • <u>Staff Survey</u> • <u>Student Interviews</u> <ul style="list-style-type: none"> ○ Conducted by Admin, Ms. Patricia, & Sheila Howland ○ Students in grades 3-6 will be interviewed • <u>SIP Exemplar</u> 	Katie/All		

4:25pm - 4:28pm	13	Topic: New Business NOTES: <ul style="list-style-type: none">Spring Picture Day: Purpose is to catch the new students & staff members that may have joined us throughout the year. Moving forward we will have both in place.	All						
4:28pm - 4:29pm	1	Topic: Agenda for Next Meeting NOTES: Next Mtg. May 17th @ 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)SIP Review - Equity Self-Reflection and Updates from Data Wise TeamNew 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">Ended on timeCovered a plethora of materialAll voices were heardGreat use of reaction tools</td><td>N/A</td></tr></table>				Plus +	Delta Δ	<ul style="list-style-type: none">Ended on timeCovered a plethora of materialAll voices were heardGreat use of reaction tools	N/A
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