

## School-Based Planning Team

**Date:** April 21, 2020

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

**Facilitator:** K. Yarlett

**Time keeper:** K. Buonomo

**Note taker:** J. Swick

**Next steps tracker:** A. Burton

**Norms Tracker:** C. Roberts

Members Present: Katie Yarlett-Fenti, Kim Buonomo, Aprille Burton, Lisa Clayton, Patricia McKinney, Carla Roberts, Juliet Sullivan, Jenn Rothfuss, Francesca King, Joanne Swick, Noelia Garcia

### Schedule [90 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:15 pm - 4:45 pm	90 min 2	<b>Review objectives for today/Agenda</b> <ul style="list-style-type: none"><li>Review Norms (Standing)</li><li>Approval of Minutes</li><li>6th Grade Job Share Proposal</li><li>Expanded Learning Time Model for Next Year/Master Schedule</li><li>Staffing- Voluntary Transfer Rankings</li><li>Parent Representative Voting Process</li><li>Distance Learning</li><li>SCEP Plan Mid-Year Report/School Climate Survey</li><li>Agenda for next meeting (Standing)</li><li>Pluses/Deltas (Standing)</li></ul>	Katie		
	2	<b>Approval of Minutes</b> <b>NOTES:</b> <ul style="list-style-type: none"><li>Minutes from last meeting approved</li></ul>	All		
	1	<b>Topic: Review Norms</b> <b>NOTES:</b> <ul style="list-style-type: none"><li>Done</li></ul>	Katie		
	30	<b>Topic: 6th Grade Job Share Proposal</b> <b>NOTES:</b> <ul style="list-style-type: none"><li>SBPT received proposal ahead of time.</li><li>Carello joined the meeting to discuss job share proposal.</li><li>2019-20 was Carello's 3rd year job sharing. Upcoming 6th graders she had in 3rd grade.</li><li>Carello would teach Wed/Thursday and every other Monday; Phillips would teach Tuesday/Friday and every other Monday.</li></ul>	Caroline Carello		

		<ul style="list-style-type: none"> <li>• Google Docs used to plan; shared with SPED teachers and support staff</li> <li>• Daily Google Doc ongoing regarding important parts of the day- parent phone calls, concerns, issues etc.</li> <li>• Communication is imperative- phone calls and texts done daily between team</li> <li>• Bloomz app used in 6th grade</li> <li>• She believes job share helps 6th graders get ready for 7th grade- having numerous teachers and taking initiative</li> <li>• Behavior management- Tally chart for behaviors across grade level; also uses table points in Room 205</li> <li>• Routines and procedures- consistent with how they line students up using a number system</li> <li>• Carello- teaches ELA; Rothfuss- Math and Science; 3rd teacher- Writing and SS</li> <li>• Spoke about areas around her room including learning targets posted</li> <li>• Both teachers would be at school first and last day</li> <li>• Work together on report cards; keep grades for subjects they teach</li> <li>• She and job share partner have been kept on same committee/Shared Governance group</li> <li>• Ms. Sullivan asked how special education works in a job share? Having all plans shared with entire grade level. Hyperlinks to documents in plans; special education teacher can modify the documents. Both teachers plan with the special education teacher and have input on IEP progress reports and goals. All teachers have input for CSE meetings.</li> <li>• Creating individual behavior plans for those students that need more SEL help; both Carello and Katie have been trained in peace circles</li> <li>• Phillips has mostly primary teaching experience, but taught in 6th grade for 2 weeks before being moved to Kindergarten. She enjoyed being in 6th grade.</li> <li>• Palumbo is a contract sub right now and would not be able to continue the job share after June. That's why Phillips is slated for the job share.</li> <li>• As of right now, Phillips is not planning on taking maternity leave at the beginning of the school year.</li> <li>• Carello asked if there is anything we'd like to see change in the proposal to make it more successful? Ms. King expressed that she was a little confused and needed clarification. Also asked why Phillips was not at the meeting.</li> <li>• 2 hours a day for ELA and switch over to Math and Science with Rothfuss; similar to block scheduling</li> <li>• Yarlett shared data of report card failures from Marking Period 1 and Marking Period 2, the number of students who met their NWEA goal in ELA or Math, and behavioral referral data</li> <li>• Math and Science are taught every single day. ELA and SS are taught 2-3 times a week.</li> </ul>			
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		<ul style="list-style-type: none"> <li>Met in breakout rooms and came back together to share votes.</li> <li>SBPT Votes: Admin- NO Parents- NO Teachers- NO</li> </ul> <p>SBPT came to consensus and it was decided that we will not be moving forward with the job share.</p>			
	10	<b>Topic: Expanded Learning Time Model for Next Year/Master Schedule</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Tabled for next meeting</li> </ul>	Katie		
	5	<b>Topic: Staffing- Voluntary Transfer Rankings</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Tabled for next meeting</li> </ul>	Katie		
	5	<b>Topic: Parent Representative Voting Process</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>All parent terms are up at the end of this year</li> <li>We would like to have at least 3 parents and alternates as well</li> <li>Yarlett met with Ms. Patricia and discussed the process- SBPT Nomination Form (Google Form) posted on school's page; 2 questions that parents have to answer</li> <li>Nominees and their answers will then be posted and parents can vote on new members</li> </ul>	Katie		
	10	<b>Topic: Distance Learning</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Tabled for next meeting</li> </ul>	All		
	15	<b>Topic: SCEP Plan Mid-Year Report/School Climate Survey</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>At our next meeting, Katie will share mid-year SCEP review; draft due by May 29th</li> <li>Will discuss evidence based interventions, such as looping</li> <li>Will discuss communicating priorities with different stakeholders</li> <li>We will meet next week to discuss SCEP Plan mid-year report</li> </ul>	Katie		
	5	<b>Topic: Agenda for Next Meeting</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Review Norms (Standing)</li> <li>PD Approval (Standing)</li> <li>Shared Governance Report Out (Standing)</li> <li>SCEP Progress Monitoring (Standing)</li> <li>Agenda for next meeting (Standing)</li> <li>Pluses/Deltas (Standing)</li> </ul>	All		

	5	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"><li></li></ul>	<ul style="list-style-type: none"><li></li></ul>