

School-Based Planning Team

Date: May 31, 2023

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Katie

Time keeper: Howland

Note taker: Jen T.

Norms Tracker: Jen R.

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

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) • Faculty/Committee Meeting Updates • School Improvement Plan <ul style="list-style-type: none"> ○ ELA Commitment ○ Math Commitment ○ Academic Culture Commitment • New Business <ul style="list-style-type: none"> ○ Events Calendar Review ○ Book Vending Machine 	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"> School No. 23 Summer PD Dates and Times will be Monday 8/28/23 to Friday 9/1/23 from 8:30am-11:30am. These PDs will be for teacher pay only. Teachers can work in their classrooms until 5:00pm on those days. Back to School Bash held Wednesday 8/30 4:00 	All		
3:55pm - 4:05pm	10	Topic: Faculty/Committee Meetings Updates NOTES: <ul style="list-style-type: none"> <u>Building Relationships</u> <ul style="list-style-type: none"> No members present Final Lion's Den/House Day on last day of school from 8:00am - 10:00am <u>Student Equity and Engagement</u> <ul style="list-style-type: none"> PBL Showcase held on June 13th from 4:30pm-6:00pm. The End of YEar Family Picnic will be held the same night from 4:30pm-6:30pm Corryn English will do a silent art auction the same night. Vote for student spirit wear design <u>Data Wise</u> <ul style="list-style-type: none"> Workshop for SIP creation on 5/20/23. Drafted Math and ELA Commitment <u>Community Excellence</u> <ul style="list-style-type: none"> Klotz is working hard on Sunshine Committee for retirement events Another successful Lion's Den with Student Council! Talking about end-of-year staff event Final Lion's Den/House Day on last day of school from 8:00am - 10:00am 	All		
3:47pm - 4:10pm	10	Topic: School Improvement Plan NOTES: <ul style="list-style-type: none"> Math Commitment- team approved wording of commitment so far ELA Commitment - team approved wording of commitment so far Academic Culture Commitment <ul style="list-style-type: none"> PBIS (tier 1, 2, and 3) Leveled Student Behaviors PowerSchool Teacher Referral System 	Katie/All		
4:10pm - 4:28pm	13	Topic: New Business NOTES: <ul style="list-style-type: none"> Events Calendar Review PBL Showcase 6/13 4:30-6 and Picnic 4:30-6:30 6th grade picnic 6/14, Seabreeze 6/16 	All		

		<ul style="list-style-type: none">• Book Vending Machine: use funding from Scholastic dollars. Will be placed outside of room 101. Takes tokens							
4:28pm - 4:29pm	1	Topic: Agenda for Next Meeting NOTES: Next Mtg. mid-June June 21st @ 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">• Narrowed down our commitments• All voices were heard</td><td><ul style="list-style-type: none">• We went 4 minutes over• Several team members were unable to attend. We could send out a reminder next time, as it was an extra meeting we planned.</td></tr></table>				Plus +	Delta Δ	<ul style="list-style-type: none">• Narrowed down our commitments• All voices were heard	<ul style="list-style-type: none">• We went 4 minutes over• Several team members were unable to attend. We could send out a reminder next time, as it was an extra meeting we planned.
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