

Date: June 3, 2020

Location: Francis Parker School No. 23

Facilitator: K. Yarlett

Time keeper: A. Burton

Note taker: J. Swick

Next steps tracker: C. Roberts

Norms Tracker: K. Buonomo

Members Present: Katie Yarlett-Fenti, Kim Buonomo, Aprille Burton, Carla Roberts, Joanne Swick, Juliet Sullivan, Jenn Rothfuss, Patricia McKinney, Lisa Clayton, Ms. Kirton

Schedule [90 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:15 pm - 4:15 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 (Standing)</li><li>SCEP Plan Drafting<ul style="list-style-type: none"><li>View Summary Chart</li><li>Determination of specific foci within ELA, Math, School Climate Survey</li><li>Chronic Absenteeism</li></ul></li><li>Sub-Team Meeting Schedule</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>N/A</li></ul>	All		
	1	<b>Topic: Review Norms</b> <b>NOTES:</b> <ul style="list-style-type: none"><li>Done</li></ul>	Carla		
	40	<b>Topic: SCEP Plan Drafting: Summary Chart</b> <b>NOTES:</b> <ol style="list-style-type: none"><li>Katie shared Revised SCEP Focus- Evidence-Based Strategy: Instructional Coaching (supported through PLCs)<ul style="list-style-type: none"><li>Workshop Model for ELA/Math</li><li>Culturally Responsive Pedagogy and Strategies that can be employed</li><li>School Climate (Building Relationships)- Team would like to try to do Second Step school wide (instead of just 3-6) as our social/emotional curriculum; and use restorative circles as an approach to responding to conflict resolution; it was suggested that we do a Restorative Circle/Circle Forward section be added to our Weekly Home School Connection.</li></ul></li></ol>	Katie		

		<ul style="list-style-type: none"> <li>○ 6th grade will still focus on the workshop model and culturally responsive pedagogy</li> <li>○ 4-8 week coaching cycles</li> <li>○ Building Learning Lab classrooms</li> </ul>							
	40	<p><b>Topic: SCEP Plan Drafting</b></p> <ul style="list-style-type: none"> <li>• Determination of Specific Foci in each SCEP Area</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	All						
		<p><b>Topic: Sub-Team Meeting Schedule to Create Action Steps</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Each sub-team will create their own calendar to meet in the coming week</li> </ul>	All						
	2	<p><b>Topic: Agenda for Next Meeting</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Review Norms (Standing)</li> <li>• Approval of Minutes (Standing)</li> <li>• SCEP Plan Review and Drafting (Standing) <ul style="list-style-type: none"> <li>○ Review of Sub-Team action steps</li> <li>○ Approval or Revision of all action steps</li> </ul> </li> <li>• Agenda for next meeting (Standing)</li> <li>• Pluses/Deltas (Standing)</li> </ul>	All						
	3	<p><b>Discuss what worked well about this meeting and what we would like to change next time</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"><b>Plus +:</b></td> <td style="width: 50%; text-align: center; vertical-align: top;"><b>Delta Δ:</b></td> </tr> <tr> <td style="height: 40px; vertical-align: top;">•</td> <td style="height: 40px; vertical-align: top;">•</td> </tr> </table>				<b>Plus +:</b>	<b>Delta Δ:</b>	•	•
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