School-Based Planning Team

Date: August 26, 2020  
Location: Francis Parker School No. 23

Facilitator: Katie Yarlett-Fenti  
Time keeper: Patricia McKinney  
Note taker: Joanne Swick  
Norms Tracker: Kim Buonomo

Members Present: Katie Yarlett-Fenti, Kim Buonomo, Aprille Burton, Joanne Swick, Lisa Clayton, Carla Roberts, Patricia Taboada-Serrano, Jenn Rothfuss, Patricia McKinney

Schedule [60 min]

<table>
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<tr>
<th>Time</th>
<th>Mins.</th>
<th>Action/Activity</th>
<th>Person Responsible</th>
<th>Target Dates</th>
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<tr>
<td>3:30 pm -</td>
<td>60 min</td>
<td>Review objectives for today/Agenda</td>
<td>Katie</td>
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<td>4:30 pm</td>
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<td>Standing Items:</td>
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<td>• Review Norms</td>
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<td>• Approval of Minutes</td>
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<td>• Shared Governance Report Out</td>
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<td>• SCEP Progress Monitoring</td>
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<td>• Agenda for next meeting (Standing)</td>
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<td>• Pluses/Deltas (Standing)</td>
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1 min  
Topic: Assign Roles  
NOTES:  
• Roles were assigned  

1 min  
Topic: Review Norms  
NOTES:  
• Kim Buonomo read the norms  

1 min  
Topic: Approval of Minutes  
NOTES:  
• Minutes approved from last meeting  

2 min  
Topic: PD Approval  
NOTES:  
• Whole Child Health- 4 hour PD on self-care and the healing power of humor. APPROVED  
• Carla will send Aprille Burton the paperwork to get the PD approved  


### Topic: Shared Governance Report Out

**NOTES:**

**This Meeting:**
- We reviewed the current Shared Governance titles and whether or not they met our plan. We discussed the Social Excellence title, and decided to change the name to Community Excellence. Authentic Relationships title was changed to Building Relationships. Engaging Learning changed to Equity and Student Engagement.
- SBPT members chose their new Shared Governance groups.

**Last Meeting:**
- Katie reviewed and defined the current purposes of each team. She then asked that we consider changing the names/descriptions and purposes of these teams.
- Will there be an accountability piece for all members of a team? We will need to have a deep discussion regarding elements of these teams.
- This will be a major focus for our next meeting. TBD

### Topic: SCEP Progress Monitoring

**NOTES:**
- Review the document
- Discuss proposed changes

### Topic: New Business

**NOTES:**
- Teacher Member Elections
  - Nominations virtual. Teachers will nominate, see who accepts, and then do a Google Form. No timeline yet.
- Reopening Updates
  - On Monday, a welcome letter, materials pick up information, classroom supply lists, student schedules, and log in information will be sent home

### Topic: Agenda for Next Meeting

**NOTES: Next Mtg. @ 3:30**

**Standing Items:**
- Review Norms (Standing)
- Approval of Minutes (Standing)
- PD Approval (Standing)
- Shared Governance Report Out (Standing)
- SCEP Progress Monitoring (Standing)
- Social-Emotional PD
- Agenda for next meeting (Standing)
- Pluses/Deltas (Standing)

**New Business**
- N/A
Discuss what worked well about this meeting and what we would like to change next time

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| • All voices heard  
  • Started on time | • Ending on time |