

## School-Based Planning Team

**Date:** September 18, 2019

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

**Facilitator:** Katie Y.

**Time keeper:** Katie Y.

**Note taker:** Joanne S.

**Next steps tracker:**

**Norms Tracker:**

Members Present: Clayton, Swick, Buonomo, Rothfuss, Burton, Yarlett, McKinney

**Schedule** [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:15 – 3:20	5	<b>Review objectives for today/Agenda</b> <ul style="list-style-type: none"><li>● PD Approval</li><li>● Respect &amp; Protect</li><li>● Shared Governance Responsibilities</li></ul> <b>NOTES:</b> <ul style="list-style-type: none"><li>- Reviewed agenda</li></ul>	Katie	N/A	Completed
3:20 - 3:25	5	<b>Topic:</b> PD Approval  <b>NOTES:</b> PD Request for all teachers who are doing the FOSS Kit unpacking. Teachers will receive 2 hours for each kit, for a total of 6 hours. This entails going over materials lists, resources and PD opportunities. Sept. 26th- 1st grade.  PD Approved	All	N/A	Completed
3:25 – 3:45	20	<b>Topic:</b> Respect and Protect  <b>NOTES:</b> <ul style="list-style-type: none"><li>● A disciplinary referral form is currently being created by Katie and Carla. A temporary one will be created so that we can start tracking data.</li><li>● Respect &amp; Protect plan was</li></ul>	Katie	Referral Forms by 9/24/19	

		<div>approved by SBPT.</div> <ul style="list-style-type: none"><li>Social Emotional Team: Patricia, Katie, Carla, Mr. Ruiz and Ms. D. An elopement plan was created and should be shared with our constituents. Ms. Patricia, Ms. D and Katie focus on the first floor; Mr. Ruiz and Ms. Roberts focus more on the second floor. A help zone was created downstairs to help with a cool down. Teachers can use it for any student they need to.</li></ul>							
3:45 – 4:05	20	<div>Topic: Shared Governance Responsibilities</div> <div>NOTES:</div> <div>Shared Governance teams will pick their own date for their evening event (one each quarter)</div> <div>Social Excellence- Quarter 1 Heritage Peace Dinner (and communicate to PTA about year end picnic)</div> <div>Rigorous Academics- Quarter 2 Curriculum Night</div> <div>Authentic Relationships- Quarter 3 Piece of Africa</div> <div>Engaging Learning- Quarter 4 PBL/ENL</div> <div>Shared Governance team meetings every first week of the month from 3:15-4:15. Katie will send out an email to staff regarding Shared Governance Meeting dates and times</div>	All	9/19/19	Completed				
4:05 – 4:15	10	<div>Discuss what worked well about this meeting and what we would like to change next time</div> <table><tr><th>Plus +:</th><th>Delta Δ:</th></tr><tr><td><ul style="list-style-type: none"><li>Determining Shared Governance time frame for events</li></ul></td><td><ul style="list-style-type: none"><li>Meeting needs to start on time (oops, Katie)</li></ul></td></tr></table>				Plus +:	Delta Δ:	<ul style="list-style-type: none"><li>Determining Shared Governance time frame for events</li></ul>	<ul style="list-style-type: none"><li>Meeting needs to start on time (oops, Katie)</li></ul>
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**Next meeting: October 16, 2019 3:15pm – 4:15pm**