

## School-Based Planning Team

**Date:** September 21, 2022

**Time:** 3:30pm - 4:30pm

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

**Facilitator:** Greg

**Time keeper:** Sheila

**Note taker:** Jen T.

**Norms Tracker:** Jessa

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

**Schedule** [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30pm - 3:32pm	2	<b>Review objectives for today/Agenda</b> Standing Items: <ul style="list-style-type: none"> <li>• Assign Times &amp; Roles</li> <li>• Review Norms</li> <li>• PD Approval</li> <li>• Walkthrough Focus/SIP Connection</li> <li>• Assessment Administration</li> <li>• Faculty/Committee Meetings UPdates</li> <li>• New Business</li> </ul>	Facilitator		
3:32pm - 3:34pm	2	<b>Topic: Assign Times and Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Done</li> </ul>	Facilitator		
3:34pm - 3:36pm	2	<b>Topic: Review Norms</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• Take an inquiry stance</li> <li>• Ground statements in evidence</li> <li>• Assume positive intentions and take responsibility for impact</li> <li>• Stick to protocol and hear all voices</li> <li>• Start and end on time</li> <li>• Be here now</li> <li>• Expect non-closure</li> </ul>	Norms Tracker		

		<ul style="list-style-type: none"> <li>Expect discomfort in the service of learning</li> </ul>			
3:36pm - 3:37pm	1	<p><b>Topic: PD Approval</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	All		
3:37pm - 3:45pm	8	<p><b>Topic: Walkthrough Focus/SIP Connection</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Newsletter includes information about walkthrough focus. Walkthroughs have been productive, and students have been engaged. Environment is warm and welcoming. Administrators are looking for evidence of discussion protocols.</li> </ul>	Katie		
3:45pm - 4:05pm	20	<p><b>Topic: Assessment Administration</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Profile Sheets</li> <li>iReady: 63% reading done for school, 67% of math completed</li> <li>Fountas and Pinnell</li> <li>Skills Strand</li> <li>Math Fluency</li> </ul> <p>Teachers and coaches are working to complete assessments and gather information for profile sheets.</p>	Katie		
4:05pm - 4:10pm	5	<p><b>Topic: Faculty/Committee Meetings Updates</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Building Relationships- preparing for Heritage Peace Dinner; House t-shirts are coming for staff. Spirit wear from PTA is available soon</li> <li>Community Excellence- King the Lion mascot has been located. Ms. Carlson has offered to dress as King for Lion's Den. First Lion's Den will take place at the end of the month.</li> <li>Student Equity and Engagement- Students have begun School Safety. First PBL launch is October 10th. Staff attended a PBL workshop over the summer.</li> <li>Data Wise- first meeting is next week. Meet 1st and 4th Wednesdays of the month.</li> </ul>	All		

4:10pm - 4:25pm	15	<p><b>Topic: New Business</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• We now have a ROC restorative coach to meet the needs of the kids. The coach will support students as well as the staff to provide resources about how to use a circle, repair harm, build and maintain relationships. Coach will set up an action plan. Looking to have student mentors by the second marking period. Mr. Baldwin will be invited to share information with PTA.</li> <li>• Putting a focus on wellness to have strong students, staff, and parents</li> <li>• Title 1 allocation was approved. Ideas needed for family engagement. Looking for community partners.</li> </ul>	All		
4:25pm - 4:28pm	3	<p><b>Topic: Agenda for Next Meeting</b></p> <p><b>NOTES: Next Mtg. October 19th @ 3:30pm</b></p> <ul style="list-style-type: none"> <li>• Assign Times &amp; Roles</li> <li>• Review Norms</li> <li>• Approval of Minutes</li> </ul>	All		
4:28pm - 4:30pm	2	<p><b>Discuss what worked well about this meeting and what we would like to change next time</b></p>			
		<p style="text-align: center;"><b>Plus +</b></p>	<p style="text-align: center;"><b>Delta Δ</b></p>		
		<ul style="list-style-type: none"> <li>• Ended early, started on time</li> <li>• Heard many voices from parents and staff</li> <li>• Hearing specific examples</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>		