

## School-Based Planning Team

**Date:** October 20, 2021

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

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

**Facilitator:** Greg

**Time keeper:** Jessa

**Note taker:** Jen

**Norms Tracker:** Mike

**Members Present:** Katie Yarlett-Fenti, ~~Carla Roberts~~, ~~Patricia McKinney~~, ~~Josh Dean~~, Jenn Thettu, [Michael Jinks](#), Jamie Kamauf, Jessa Perez, Patricia Toboada-Serrano, ~~Kevin White~~, Greg Kunzer

### Schedule [120 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30pm - 4:30pm	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>• Title 1 Funds</li><li>• SBPT Parent Election</li><li>• Shared Governance Teams</li><li>• Update on SCEP Roll-out: Commitment 1</li><li>• Update on SCEP Roll-out: Commitment 2</li><li>• Agenda for next meeting</li></ul>	Facilitator		
3:32pm - 3:34pm	2	<b>Topic: Assign Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"><li>• Done</li></ul>	Facilitator		
3:34pm - 3:36pm	2	<b>Topic: <u>Review Norms</u></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></ul>	Norms Tracker		

		<ul style="list-style-type: none"> <li>• Expect non-closure</li> <li>• Expect discomfort in the service of learning</li> </ul>			
3:36pm - 3:41pm	5	<b>Topic: Title 1 Funds</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	Patricia		
3:41pm - 3:46pm	5	<b>Topic: SBPT Elections</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	Patricia		
3:46pm - 3:55pm	9	<b>Topic: Shared Governance Teams</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• <b>Topics:</b></li> <li>• Instructional Leadership: Open House Tomorrow 6-7 on Zoom.</li> <li>• Student Equity and Engagement Team: choosing December and May date for PBL showcase. Will be a Thursday 6-7. Working toward beginning student council. Students will begin morning announcements next week. Grades 5 &amp; 6 are helping lower grade levels return bins each morning.</li> <li>• Community Excellence and Student Equity and Engagement collaborated to put together Spirit Week and Character Parade. If there is rain for character parade students can walk through the gym</li> <li>• Community Excellence: <ul style="list-style-type: none"> <li>○ Our team signed up for different sub-committees and have already initiated many of the tasks: <a href="#">See link</a></li> <li>○ We had two questions about Paws/Shout-outs &amp; Lion's Den. One possibility for Lion's Den is K-2 in gym and 3-6 as long as students are 3 feet apart.</li> </ul> </li> </ul>	All		
3:55pm - 4:10pm	15	<b>Topic: PBL</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• <b>Topics</b></li> </ul>	All		

		<ul style="list-style-type: none"> <li>○ Pictures from launch</li> <li>○ Commitment 2</li> <li>○ Successful experience for many classes</li> <li>○ Photos were taken of launches and will be shared with families in Open House presentations and on social media.</li> <li>○ Ideas for possible parent involvement: Use Go-Pro</li> </ul>			
4:10pm - 4:25pm	15	<p><b>Topic: Discussion Protocols</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• <b>Topics</b> <ul style="list-style-type: none"> <li>○ Each class has anchor charts with Discussion Protocols posted</li> <li>○ Students were familiar with the cues and there was no need to explain the steps</li> <li>○ Teachers should keep the anchor charts and reuse them in the future</li> <li>○ Authentic discussion and flow in class</li> <li>○ All students were participating</li> <li>○ During walkthroughs, we will be looking for evidence that students were engaged and participating in discussion.</li> <li>○ Teacher feedback: Pass it On protocol is helping students listen carefully to peers. Turn and Talk is helping build communication skills in Kindergarten. Whip around is promoting authentic discussion in 4th grade. Sentence starters are helpful.</li> <li>○ Survey given within next 2 weeks at grades 3-6 to assess discussion protocols. Will decide at academic meetings if the same protocol should continue or if a new protocol will be chosen. Some more time may be needed with each protocol.</li> </ul> </li> </ul>	All		
4:25pm - 4:28pm	3	<p><b>Topic: Agenda for Next Meeting</b></p> <p><b>NOTES: Next Mtg. November 17th @ 3:30pm</b></p>	All		

		<ul style="list-style-type: none"><li>• Assign Times &amp; Roles</li><li>• Review Norms</li><li>• Approval of Minutes</li><li>• Shared Governance Report-Out</li><li>• Share out NWEA data to create goals</li></ul>			
4:28pm - 4:30pm	2	<b>Discuss what worked well about this meeting and what we would like to change next time</b>			
		<b>Plus +</b>	<b>Delta Δ</b>		
		<ul style="list-style-type: none"><li>• Effective use of time</li><li>• Teamwork</li></ul>	<ul style="list-style-type: none"><li>• Attendance</li></ul>		