

**Date: November 20, 2019**

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

**Facilitator:** K. Yarlett

**Time keeper:** A. Burton

**Note taker:** J. Swick

**Next steps tracker:** K. Buonomo

**Norms Tracker:** L. Clayton

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

**Schedule [60 min]**

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:15 pm - 4:15 pm	60	<b>Review objectives for today/Agenda</b> <ul style="list-style-type: none"><li>Review Norms (Standing)</li><li>Respect and Protect Levels</li><li>Effort Rubric</li><li>PD Approval (Standing)</li><li>Shared Governance Report Out (Standing)</li><li>SCEP Progress Monitoring (Standing)</li><li>Agenda for next meeting (Standing)</li><li>Pluses/Deltas (Standing)</li></ul> <b>NOTES:</b> <ul style="list-style-type: none"><li></li></ul>	Katie		
	2	<b>Topic:</b> Review Norms <b>NOTES:</b> <ul style="list-style-type: none"><li>Katie read the norms aloud</li></ul>	Jen		
	3	<b>Topic:</b> PD Approval <b>NOTES:</b> <ul style="list-style-type: none"><li>None at this time</li></ul>	Katie		
	15	<b>Topic:</b> Shared Governance Report Out <b>NOTES:</b> <ul style="list-style-type: none"><li><b>Rigorous Academics-</b> Planning for Curriculum Night. Expectation sheet will be given to teachers, but they can decide how to go about their</li></ul>	Committee Leads		

		<p>presentations. 5-5:30 and 5:30-6 will be presentations; 6-6:30 Make and Take and pizza in the gym. Food will be curtailed to the cafeteria. Parents can sign up online to RSVP.</p> <ul style="list-style-type: none"> <li>• <b>Authentic Relationships-</b> A rubric was created for Respect and Protect effort criteria. Ms. Patricia will call a meeting the same night as Coffee and Conversations and ask parents and families about their thoughts on Pieces of Africa event. We are thinking of a Harlem Renaissance theme.</li> <li>• <b>Engaging Learning-</b> PBL/ENL may have a possible date change. Buonomo will talk with the team to decide a date. The team is getting prices from different places to get tastings from food around the world. They are reminding teachers to keep artifacts from their PBL projects for the showcase in May.</li> <li>• <b>Social Excellence-</b> King's Crew was kind of thrown together. Some adults were upset about certain students who were recognized. It was suggested that when students are recognized, it should be noted from where they were nominated. (ex. Art, music etc) Katie will share list of names on FaceBook (using just the first name, last initial). Certificates will be left in mailboxes. This committee will create a little blurb to also put online explaining King's Crew.</li> </ul>			
	15	<p><b>Topic:</b> SCEP Progress Monitoring</p> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• Shared Chronic Absenteeism Numbers with Team.</li> <li>• 13.3% is our annual goal and as of today we are at 16%. This includes students who have not yet received</li> </ul>			

		<p>their vaccinations and have been unable to come to school.</p> <ul style="list-style-type: none"><li>Will review WINTER assessment data in January to determine if our students are on track to meet or exceed our SCEP performance goals.</li></ul>							
	10	<p><b>Topic: Respect and Protect</b></p> <p><b>NOTES</b></p> <ul style="list-style-type: none"><li>Parent letters are being sent home in report cards with level circled. Katie will draft a letter to parents explaining Respect and Protect and the levels.</li><li>Katie will order gold and silver stars using funds from GRHF funds to hang as a visual in classrooms</li></ul>	Katie will draft a parent letter explaining Respect and Protect and levels their child receives						
	5	<p><b>Topic: Effort Rubric</b></p> <p><b>NOTES</b></p> <ul style="list-style-type: none"><li>Katie shared Respect and Protect effort rubric that the Authentic Relationships committee created</li><li>Ms. Patricia will send the effort rubric out to parents to get approval</li></ul>	Staff will include the Effort Rubric with report cards once approval has been received by parent constituency.						
	5	<p><b>Topic: Agenda for Next Meeting</b></p> <p><b>NOTES</b></p> <ul style="list-style-type: none"><li>See rolling agenda</li></ul>							
	5	<p><b>Discuss what worked well about this meeting and what we would like to change next time</b></p> <table><tr><td><p><b>Plus +:</b></p></td><td><p><b>Delta Δ:</b></p></td></tr><tr><td><ul style="list-style-type: none"><li>Meeting began and ended on time</li></ul></td><td><ul style="list-style-type: none"><li>No parent constituency present</li></ul></td></tr></table>				<p><b>Plus +:</b></p>	<p><b>Delta Δ:</b></p>	<ul style="list-style-type: none"><li>Meeting began and ended on time</li></ul>	<ul style="list-style-type: none"><li>No parent constituency present</li></ul>
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