

## School-Based Planning Team

**Date:** December 17th, 2022

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

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

**Facilitator:** Greg/Jessa

**Time keeper:** Jinks

**Note taker:** Jen

**Norms Tracker:** Josh

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

### Schedule [120 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>Approval of Minutes</li> <li>Shared Governance Report-Out</li> <li>Share out school-wide data</li> <li>Parent, Staff and Student Survey</li> <li>Questions to parents for school base planning team</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: 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 - 4:00pm	9	<p><b>Topic: Shared Governance Teams</b></p> <p><b>NOTES:</b></p> <p><b>Instructional Leadership Team:</b></p> <p><u>Discussion Protocols</u></p> <ul style="list-style-type: none"> <li>2nd - 5th grade teachers are finishing up their second discussion protocol before Winter Break and will complete the survey.</li> <li>K - 1st grade teachers recently started their second discussion protocols and will continue after the break. Due to the need to create structure and routines, they were given permission to stretch their cycles to 9 - 10 weeks rather than 6 weeks. <ul style="list-style-type: none"> <li><b>K:</b> Think-Pair-Share (Done) <b>K:</b> Glow and Grow (In Progress)</li> <li><b>1st:</b> Think-Pair-Share (Done) <b>1st:</b> Praise and Question (In Progress)</li> <li><b>2nd:</b> Praise and Question (Done) <b>2nd:</b> Turn and Talk (In Progress)</li> <li><b>3rd:</b> Turn and Talk (Done) <b>3rd:</b> Praise and Question (In Progress)</li> <li><b>4th:</b> Whip Around (Done) <b>4th:</b> Turn and Talk (In Progress)</li> <li><b>5th:</b> Turn and Talk (Done) <b>5th:</b> Whip Around (In Progress)</li> <li><b>6th:</b> Pass it On (Done) <b>6th:</b> Critiquing (In Progress)</li> </ul> </li> </ul> <p><b>Student Equity and Engagement Team:</b></p> <ul style="list-style-type: none"> <li>Morning announcements done by students moving forward. Students filled out google form to express an interest in participating. All students who were interested will have a chance to lead the announcements.</li> <li>Student ambassadors have been selected</li> <li>PBL presentation begins at 6 tomorrow, 12/16. Event is pre-recorded and can be viewed at any time. Students were interviewed and recorded discussing</li> </ul>	All		

		<p>driving questions and what they liked the most.</p> <p><b>Community Excellence Team:</b></p> <ul style="list-style-type: none"> <li>• For Lion’s Den: Is our role should to organize and structure them, communicate with Ms. P for music, collaborate with other teams, and meet with Katie beforehand to make sure she knows how it will run?</li> <li>• Need clarification on responsibilities of community excellence vs. building relationships especially on House Days and when planning Lion’s Den</li> <li>• Wondering about safety in having the whole school in the gym since COVID numbers are still rising. Should we consider Zoom for Q2? Should we consider doing the King’s Crew stuff as a separate smaller event?</li> <li>• We are rolling out another Spirit week next week. Jen collaborated with Corynn and sent the flyer out to the school.</li> <li>• Pre-K has been in the lead for attendance. Can we give them the Pizza party?</li> <li>• Concern: our team is quite small and we are in charge of a lot of areas. We have 5-6 committed members.</li> </ul> <p><b>Building Relationships Team:</b></p> <ul style="list-style-type: none"> <li>• Heritage peace dinner was a success.</li> <li>• PAWS posters were printed and given to classroom teachers. Posters were also posted around the school (hallway, bathrooms, gym, playground).</li> <li>• For the house system, pre-K and K students have been sorted.</li> <li>• Students will use lanyards instead of t-shirts. On house days students will wear their house color.</li> </ul>			
3:55pm - 4:10pm	15	<p><b>Topic: Schoolwide Data</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• NWEA Data Walls <ul style="list-style-type: none"> <li>○ Using 2018-2019 data to set targets for the school year</li> <li>○ Located in magic folder</li> </ul> </li> </ul>	All		

		<ul style="list-style-type: none"> <li>We are working to use data from NWEA and i-ready to close gaps. Teachers will create groups to help students meet these targets.</li> </ul>							
4:10pm - 4:25pm	15	<p><b>Topic: Parent, Staff and Student Survey</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>Need to create a mid-year Parent, Staff and Student Survey per the SCEP</li> </ul>	All						
4:25pm - 4:28pm	3	<p><b>Topic: Agenda for Next Meeting</b></p> <p><b>NOTES: Next Mtg. January 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> <li>Shared Governance Report-Out</li> <li>NWEA Data Walls (visual)</li> <li>Clarification on Survey ( used to design SCEP ??)</li> <li>Questions to parents for school base planning team</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: center; color: blue;">Plus +</th> <th style="width: 70%; text-align: center; color: blue;">Delta Δ</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>Started on time</li> <li>Ended on time</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>Need clarification of responsibilities of Community Excellence vs. Building Relationships when planning Lion’s Den and House Days</li> </ul> </td> </tr> </tbody> </table>				Plus +	Delta Δ	<ul style="list-style-type: none"> <li>Started on time</li> <li>Ended on time</li> </ul>	<ul style="list-style-type: none"> <li>Need clarification of responsibilities of Community Excellence vs. Building Relationships when planning Lion’s Den and House Days</li> </ul>
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