

## School-Based Planning Team

**Date:** December 18, 2019

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

**Facilitator:** K. Yarlett

**Time keeper:** A. Burton

**Note taker:** K. Yarlett

**Next steps tracker:** J. Swick

**Norms Tracker:** J. Rothfuss

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

**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>PD Approval (Standing)</li> <li>Shared Governance Report Out (Standing)</li> <li>SCEP Progress Monitoring (Standing)</li> <li>Respect and Protect Levels</li> <li>Effort Rubric</li> <li>Agenda for next meeting (Standing)</li> <li>Pluses/Deltas (Standing)</li> </ul>	Katie		
	2	<b>Topic: Review Norms</b>  <b>NOTES:</b> <ul style="list-style-type: none"> <li>Katie read the norms aloud</li> </ul>	Jen		
	3	<b>Topic: PD Approval</b>  <b>NOTES:</b> <ul style="list-style-type: none"> <li>Shared Governance Team PD Approval</li> <li>Katie will connect with Office of Professional Learning to figure out why staff attendance cannot be inputted for summer PD.</li> </ul>	Katie	Approved Shared Governance PD	
	20	<b>Topic: Shared Governance Report Out</b>	Committee Leads		

		<p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• <b>Rigorous Academics-</b> Jan. 22nd: Focusing on curriculum night. Three different sessions. Session 1 is 5:00-5:30 (primary or intermediate or 6th grade); Session 2 is 5:30-6:00; Session 3: Pizza and Make and Take; Make and Take is at all 3 sessions. Primary is Robin and Ashley; Intermediate is Aprille and ? Workshop Model, Use of Tech, Centers, and Student Grouping through Data. RSVPs first week in January to families (for food). Jan. 17th is the deadline for RSVPs.</li> <li>• <b>Authentic Relationships-</b> Made \$239.11 on the Holiday Pictures Fundraiser. Carla has the money. They will also do holiday pictures for New Year's (Jan. 9th). This money is to be used for the event. The GOld and Silver Event went well. Next event is January 31st for just Gold.</li> <li>• <b>Engaging Learning-</b> Itinerant people on it. 4 are on the team religiously. May 21st is the PBL/ENL NIGHT. Save the Date Flyer going out in early May. 2 weeks before the formal flyer will go out. Jessa is getting quotes on different foods she wants. Grade levels will have tables outside their doors with PB 1 and 2 on display.</li> <li>• <b>Social Excellence-</b> Sending Katie an email to post for King's Crew on the school website. Laura's going to print certificates. Social-emotional program is not school-wide. ROC Restorative? Peace Circles? Need a communication regarding daily Peace Circles/Morning Meeting. Katie to set the expectation. Kids are in orange and blue. CICO.</li> </ul>			
	15	<p><b>Topic: SCEP Progress Monitoring</b></p> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• January SBPT discussion after testing to monitor the SCEP.</li> </ul>			

10	<b>Topic: Respect and Protect</b>  <b>NOTES</b> <ul style="list-style-type: none"> <li>• Gold and Silver was a success.</li> </ul>			
5	<b>Topic: Effort Rubric</b>  <b>NOTES</b> <ul style="list-style-type: none"> <li>• Majority <math>\frac{2}{3}</math> of students are gold or Silver for the 1st quarter</li> </ul>			
5	<b>Topic: Agenda for Next Meeting</b>  <b>NOTES</b> <ul style="list-style-type: none"> <li>• Voting on additional parent members for SBPT.</li> <li>• All meetings in the library moving forward.</li> <li>• Parents will be sent a reminder at least two days before the next SBPT meeting</li> <li>• Staff elections in the Spring/April</li> </ul>			
5	<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>• Parent always feels respected and valued at the meetings.</li> <li>• We finished early.</li> </ul>		<ul style="list-style-type: none"> <li>• Not having the facilitator do the note taking</li> <li>• Changing room location</li> <li>• Liked projecting the minutes</li> </ul>		