# School-Based Planning Team

**Date:** March 16, 2022
**Time:** 3:30pm - 4:30pm
**Location:** Francis Parker School No. 23
**Facilitator:** Katie
**Time keeper:** Jessa
**Note taker:** Jen
**Norms Tracker:** Mike

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

**Schedule** [120 min]

| Time | Mins. | Action/Activity | Person Responsible | Target Dates | Status |
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| 3:30pm - 3:32pm | 2 | **Review objectives for today/Agenda**<br>Standing Items:<br>• Assign Times & Roles<br>• Review Norms<br>• Approval of Minutes<br>• Shared Governance Report-Out<br>• Mid-Year SCEP Survey<br>• Parent SBPT Voting Update<br>• SEL Walkthrough Tool<br>• New Business | Facilitator | | |
| 3:32pm - 3:34pm | 2 | **Topic: Assign Roles**<br>**NOTES:**<br>• Done | Facilitator | | |
| 3:34pm - 3:36pm | 2 | **Topic: <u>Review Norms</u>**<br>**NOTES:**<br>• Take an inquiry stance<br>• Ground statements in evidence<br>• Assume positive intentions and take responsibility for impact<br>• Stick to protocol and hear all voices<br>• Start and end on time | Norms Tracker | | |

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| | | • Be here now<br>• Expect non-closure<br>• Expect discomfort in the service of learning | | | |
| 3:36pm - 4:15pm | 20 | **Topic: Shared Governance Teams**<br>**NOTES:**<br>**Instructional Leadership Team**:<br>• CFA Comparison Results: Above district average; improvement from first assessment to the second assessment<br>• CFA Data Analysis Protocol answering "here's what," "so what," "Now what?"<br><br>**Student Equity and Engagement Team:**<br>• Meeting held with student council. Launched first fundraiser. Sold buttons to raise money for PBL<br>• Plan to adjust dates for PBL to launch May 5th<br>• Art Showcase and Music spotlight: showcase a musician and artist for the month. Creative writers coming soon. Bulletin Board is next to the gym<br><br>**Community Excellence Team:**<br>• Successful Lion's Den<br>• Continuation of PAWs shoutouts<br>• King's Crew names displayed on second floor<br>• Attendance Pizza Party was held last week in 3rd grade<br>• Attendance display board updated<br>• Our team is meeting next week to debrief for the next Lion's Den<br><br>**Building Relationships Team:**<br>• Piece of Africa event had positive feedback. Committee will meet Monday to work on positive incentives and to discuss how to reinforce house system (1 point per student). Check spreadsheet to ensure there is an equal amount of members in each house | All | | |
| 4:15- | | **Topic: Mid-Year SCEP Survey**<br>**NOTES:**<br><br>• The parent, student and staff survey will be sent out on Monday the 21st and close on Friday the 25th.<br>• The survey has 2 questions based on the audience.<br>• Students in grades 2-6 can complete the survey? | All | | |

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| | | • Should we include students in K-1? Could the teachers do it orally and click on student answers? Team felt K-2 students may not understand the questions. Survey will be given to students in grades 3-6 | | | |
| | | **Topic: Parent SBPT Voting Results**<br>**NOTES:**<br>• 22 responses have been received. There are 4 parents who are leading. Two parents are tied at 11 responses. Will discuss at PTA meeting tonight. | | | |
| | | **Topic: SEL Walkthrough Protocol**<br>**NOTES:**<br>• https://schoolguide.casel.org/uploads/sites/2/2020/10/Indicators-of-Schoolwide-SEL-Observation-Protocol-5.8.20-FINAL.pdf<br>• This will be used to support continuous SEL. Will be used to develop action plans to be better at implementing SEL. This aligns with the DESSA. It aligns with Domain 2 of the Danielson rubric, but it is not an evaluation tool. It is more specific about SEL practices than Domain 2. This provides feedback for teachers, students, and families. Can be used as a self-assessment or by the SEL team. It serves as a measure for coaching and feedback. It is a tool, not a rubric.<br>• Discussed having grade level teams work together to self-assess using this walkthrough protocol at academic meetings. Teams will identify 2 areas of need. Data will be shared with SEL to determine professional development needs and areas of needed support. SBPT agreed to use the tool in this way. | | | |
| | | **Topic: New Business**<br>**NOTES:**<br>• Staff Interview Team/Teacher Transfer: need to interview and rank candidates who want to transfer into the school. Voted to approve putting together an interview team<br>• Money from Greater Health Foundation: can be used to fund Being a Writer, books for a collegial learning circle | | | |
| 4:25pm - | 3 | **Topic: Agenda for Next Meeting**<br>**NOTES: Next Mtg. April 13, 2022 @ 3:30pm**<br>• Assign Times & Roles | All | | |

| 4:28pm | | • Review Norms<br>• Approval of Minutes<br>• Shared Governance Report-Out<br>• New Business | | | |
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| 4:28pm -<br>4:30pm | 2 | **Discuss what worked well about this meeting and what we would like to change next time** | | | |

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| • Hard conversations<br>• Heard from all voices | • Need to end on time |