

School-Based Planning Team

Date: April 13, 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 Tobaoda-Serrano, Greg Kunzer, [Carla Roberts](#), Josh Dean, [Patricia McKinney](#), Jamie Kamauf, Benjamin Edwardsen, Jessica Hardin, Jonathan Marsh, Leia Petty, Paula Bryant Blue

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30pm - 3:32pm	2	Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none"> Assign Times & Roles Review Norms Approval of Minutes Shared Governance Report-Out New Parent Introduction/Orientation 	Facilitator		
3:32pm - 3:34pm	2	Topic: Assign Roles NOTES: <ul style="list-style-type: none"> Done 	Facilitator		
3:34pm - 3:36pm	2	Topic: Review Norms NOTES: <ul style="list-style-type: none"> Take an inquiry stance Ground statements in evidence Assume positive intentions and take responsibility for impact Stick to protocol and hear all voices Start and end on time Be here now Expect non-closure 	Norms Tracker		

		<ul style="list-style-type: none"> Expect discomfort in the service of learning 			
3:36pm - 4:15pm	20	<p>Topic: Shared Governance Teams</p> <p>NOTES:</p> <p>Instructional Leadership Team:</p> <ul style="list-style-type: none"> CFA Comparison Results: Above district average; improvement from first assessment to the second assessment CFA Data Analysis Protocol answering "here's what," "so what," "Now what?" <p>Student Equity and Engagement Team:</p> <ul style="list-style-type: none"> Meeting held with student council. Launched first fundraiser. Sold buttons to raise money for PBL Plan to adjust dates for PBL to launch May 5th Art Showcase and Music spotlight: showcase a musician and artist for the month. Creative writers coming soon. Bulletin Board is next to the gym <p>Community Excellence Team:</p> <ul style="list-style-type: none"> Successful Lion's Den Continuation of PAWs shoutouts King's Crew names displayed on second floor Attendance Pizza Party was held last week in 3rd grade Attendance display board updated Our team is meeting next week to debrief for the next Lion's Den <p>Building Relationships Team:</p> <ul style="list-style-type: none"> 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-		<p>Topic: New Parent Introduction/Orientation</p> <p>NOTES:</p> <ul style="list-style-type: none"> Introduced new SBPT parent members. Reviewed the SBPT Parent Handbook. 	All		

		<ul style="list-style-type: none"> • Explained School No. 23 Committee Organizational Chart. • Shared the purpose and role of each Shared Governance Team. • Reviewed and explained the SCEP Plan 							
		<p>Topic: New Business</p> <p>NOTES:</p> <ul style="list-style-type: none"> • N/A 							
4:25pm - 4:28pm	3	<p>Topic: Agenda for Next Meeting</p> <p>NOTES: Next Mtg. May 18, 2022 @ 3:30pm</p> <ul style="list-style-type: none"> • Assign Times & Roles • Review Norms • Approval of Minutes • Shared Governance Report-Out • New Business 	All						
4:28pm - 4:30pm	2	<p>Discuss what worked well about this meeting and what we would like to change next time</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Plus +</th> <th style="width: 50%; text-align: center;">Delta Δ</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <ul style="list-style-type: none"> • Started on Time </td> <td style="text-align: center;"> <ul style="list-style-type: none"> • Did not end on time </td> </tr> </tbody> </table>				Plus +	Delta Δ	<ul style="list-style-type: none"> • Started on Time 	<ul style="list-style-type: none"> • Did not end on time
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