

School-Based Planning Team

Date: May 18, 2022

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Katie

Time keeper: Jessa

Note taker: Jen T.

Norms Tracker:

Members Present: Katie Yarlett-Fenti, Jen Thettu, Michael Jinks, Jessa Perez, Greg Kunzer, Carl Roberts, Patricia McKinney, Benjamin Edwardsen, Jessica Hardin, Jonathan Marsh, Paula Bryant Blue, Kim McInerney, Jaime Kamauf, Josh Dean, Aprille Burton

Time	Activity	Facilitation Instructions and Actions
5m	Setting context	<p>Provide any context about the goals of the work this spring. You might consider giving teams time to review the School Improvement Plan Template</p> <p>Talking points:</p> <ul style="list-style-type: none"> The improvement specialist and principal are taking the lead on preparing data and draft language for this team to review The goal is to complete the school improvement plan by the end of June and in a way that is evidence-based and student-centered We are getting Harvard Data Wise coaching from partners at Koru which will help us stay on track with our planning process
15 m	Review commitment area #1 (Literacy)	<p>Facilitate a conversation with the team in which they review each commitment area, propose revisions, and approve the version:</p> <ul style="list-style-type: none"> Step 1 - if needed, give people a little time to review the slides, or briefly talk them through the key points Step 2 - assess how comfortable people are - do they agree or disagree with the commitment areas? Step 3 - ask questions - what questions did they have about these commitment areas? Step 4 - propose changes - are there any changes or revisions they think we should make? Step 5 - is there anything else you'd like to discuss about this commitment area? <p>*Team was comfortable with literacy and math commitments * Reviewed student interview questions and added questions</p>
15 m	Review commitment area #2 (Math)	
15 m	Review commitment area #3 (Academic Culture)	
5 m	Looking ahead	<p>Describe the next steps for this work</p> <ul style="list-style-type: none"> The improvement specialist and principal will attend the next training. In the next meeting, we will work on the Data Wise focus area together. <p>Add any next steps you agree to in the meeting.</p>

		<ul style="list-style-type: none"> • Student, staff and parent surveys going out last week and this week. We will analyze the results and utilize the data to revise the SCEP as needed. • Review the questions for student interviews to be completed by Wednesday May 25th. • Determine staff members to conduct interviews Grades 4-6. • Link to SBPT Folder: https://drive.google.com/drive/folders/1PGQqJxctLyb_10jOukX6appgYm8ohIS4?usp=sharing 				
5m	Appreciations and Feedback	<p>Express your appreciation for the work done, and ask what worked well and what we could do better in future meetings</p> <table border="1" data-bbox="495 646 1416 884"> <thead> <tr> <th data-bbox="495 646 941 730">Plus +</th> <th data-bbox="941 646 1416 730">Delta Δ</th> </tr> </thead> <tbody> <tr> <td data-bbox="495 730 941 884"> <ul style="list-style-type: none"> • Worked collaboratively and shared our ideas to review SCEP commitments • Started on time </td> <td data-bbox="941 730 1416 884"> <ul style="list-style-type: none"> • </td> </tr> </tbody> </table>	Plus +	Delta Δ	<ul style="list-style-type: none"> • Worked collaboratively and shared our ideas to review SCEP commitments • Started on time 	<ul style="list-style-type: none"> •
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