

School-Based Planning Team

Date: June 1, 2022

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Katie

Time keeper: Jonathan

Note taker: Jen T.

Norms Tracker: Kim

Members Present: Katie Yarlett-Fenti, Jen Thettu, Michael Jinks, Jessa Perez, Greg Kunzer, Carla Roberts, Patricia McKinney, Benjamin Edwardson, 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>Review the context about the goals of the work this spring:</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
10m	Review commitment area #1 (Literacy)	Facilitate a conversation with the team in which they review updated iReady data and revisit/affirm the Literacy and Math commitment areas agreed to at the last meeting to approve the final version.
10m	Review commitment area #2 (Math)	Then, review the Academic Culture Slides with survey data included: <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 this commitment area? Step 2 - ask questions - what questions did they have about this commitment area? Step 3 - propose changes - are there any changes or revisions they think we should make? Step 4 - is there anything else you'd like to discuss about this commitment area? Discussed need for a plan to keep families connected with the school should another crisis ever occur in the future.
20m	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 on June 4th. In the next meeting, we will work on the Data Wise focus area together.

		Link to SBPT Folder: https://drive.google.com/drive/folders/1PGQqJxctLyb_10jOukX6appgYm8ohlS4?usp=sharing	
5m	Appreciations and Feedback	Express your appreciation for the work done, and ask what worked well and what we could do better in future meetings	
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