

School-Based Planning Team

Date: June 15, 2022

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Katie

Time keeper: Aprille

Note taker: Jen

Norms Tracker: Jessa

Members Present: Katie Yarlett-Fenti, Jen Thettu, Michael Jinks, Jessa Perez, Greg Kunzer, Carla 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>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)	<p>Facilitate a conversation with the team in which they review the recent version of the SIP commitments and the Action Plan.</p> <p>Then, review the Academic Culture Commitment Statement:</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 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. Notes: District approved Literacy commitment. Group approved Literacy Commitment area. Group changed math commitment to include "close reading strategies" rather than CUBES strategy. Group voted to approve the math commitment area. Group will meet to complete schoolwide academic culture commitment. District will revise the Data Wise commitment. Approved action plan for literacy and reviewed math action plan
10m	Review commitment areas #2 (Math) & #3 (Academic culture)	
25m	Review action plans for literacy and math	
5m	Looking ahead	Describe the next steps for this work

		<ul style="list-style-type: none"> • Team will meet to complete Academic Culture. In the next meeting, we will sign off on SCEP together. <p>Link to SBPT Folder: https://drive.google.com/drive/folders/1PGQqJxctLyb_10jOukX6appgYm8ohIS4?usp=sharing</p>				
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="461 556 1421 766"> <thead> <tr> <th data-bbox="461 556 1208 638">Plus +</th> <th data-bbox="1208 556 1421 638">Delta Δ</th> </tr> </thead> <tbody> <tr> <td data-bbox="461 638 1208 766"> <ul style="list-style-type: none"> • Started and ended on time • Expecting non-closure • Everyone was focused. Feedback provided </td> <td data-bbox="1208 638 1421 766"> <ul style="list-style-type: none"> • N/A </td> </tr> </tbody> </table>	Plus +	Delta Δ	<ul style="list-style-type: none"> • Started and ended on time • Expecting non-closure • Everyone was focused. Feedback provided 	<ul style="list-style-type: none"> • N/A
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