

## School-Based Planning Team

**Date:** June 22, 2022

**Time:** 3:30pm - 4:30pm

**Location:** Francis Parker School No. 23

**Facilitator:** Carla

**Time keeper:** Kim M.

**Note taker:** Jessa

**Norms Tracker:** Katie

**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"> <li>The improvement specialist and principal are taking the lead on preparing data and draft language for this team to review</li> <li>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</li> <li>We are getting Harvard Data Wise coaching from partners at Koru which will help us stay on track with our planning process</li> </ul>
30m	Review commitment area #3 (Academic Culture)	<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"> <li>Step 1 - if needed, give people a little time to review the slides, or briefly talk them through the key points.</li> <li>Step 2 - assess how comfortable people are - do they agree or disagree with this commitment area?</li> <li>Step 3 - ask questions - what questions did they have about this commitment area?</li> <li>Step 4 - propose changes - are there any changes or revisions they think we should make?</li> <li>Step 5 - is there anything else you'd like to discuss about this commitment area?</li> </ul>
5 m	Final SCEP Approval	<p>Describe the next steps for this work</p> <ul style="list-style-type: none"> <li>Team approved the SCEP plan.</li> </ul> <p>Link to SBPT Folder:  <a href="https://drive.google.com/drive/folders/1PGQqJxctLyb_10jOukX6appgYm8ohlS4?usp=sharing">https://drive.google.com/drive/folders/1PGQqJxctLyb_10jOukX6appgYm8ohlS4?usp=sharing</a></p>
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

		<b>Plus +</b>	<b>Delta Δ</b>
		<ul style="list-style-type: none"><li>• Started and ended on time</li><li>• All voices were heard</li></ul>	<ul style="list-style-type: none"><li>• Ended 5 minutes late</li></ul>