

School-Based Planning Team

Date: August 18, 2021

Time: 11:30am – 12:30pm

Location: Francis Parker School No. 23

Facilitator: Katie

Time keeper: Josh

Note taker: Carla

Norms Tracker: Jaime

Members Present: Katie Yarlett-Fenti, Carla Roberts, Patricia Taboada-Serrano, Patricia McKinney, Kevin White, Greg Kunzer, Caroline Carello, Jaime Kamauf, Jessa Perez, Anquinette Kirton, Joshua Dean

Schedule [120 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
2:00 pm - 2:02 pm	2	Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none">• Assign Times & Roles• Review Norms• September PD Agenda Review• Master Schedule - PBL and WIN Blocks• SBPT Elections• Agenda for next meeting	Facilitator		
2:02pm - 2:04pm	2	Topic: Assign Roles NOTES: <ul style="list-style-type: none">• Done	Facilitator		
2:04pm - 2:06pm	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 			
2:06pm - 2:25pm	19	<p>Topic: September PD Agenda Review</p> <p>NOTES:</p> <ul style="list-style-type: none"> We reviewed all four sessions and their goals; which all align to the SCEP plan <ul style="list-style-type: none"> Day 1 (A.M.): SCEP review, Master Schedule adaptations, etc. Day 1 (P.M.): SEL Focus, Self-Care, Setting up a Restorative Classroom Environment, and Building Relationships. Day 2 (A.M.): Discussion Protocols, 5-Week Cycle, Survey Day 2 (P.M.): PBL FOCUS, review training, grade level planning 	Katie and Carla		
2:25pm - 3:25pm	60	<p>Topic: Master Schedule - PBL and WIN Blocks</p> <p>NOTES:</p> <ul style="list-style-type: none"> All S.S. blocks in the Master Schedule will now be S.S./Science/PBL. Q1: First 4 ½ weeks are focused on SEL in the classroom and building relationships with students. Second 4 ½ weeks is focused on implementing a S.S. based PBL Unit Q2: Science/FOSS Kits Q3: First 4 ½ weeks are focused on S.S. based PBL Unit. Second 4 ½ Weeks is either S.S. or Science. Q4: Science/FOSS Kits 	Katie		
3:25pm - 3:55pm	30	<p>Topic: SBPT Elections</p> <p>NOTES:</p> <ul style="list-style-type: none"> Ms. Kirton's time on the SBPT is up. Ms. Patricia will work with PTA to find nominees and hold an 	All		

		<p>election for a new member to start in September/October.</p> <ul style="list-style-type: none">● Kamauf and Perez’s 2-year terms are up.● Josh Dean will check with RTA on the process for elections. He will try to hold them in September for a start date of September/October.							
3:55pm - 3:58pm	3	<p>Topic: Agenda for Next Meeting</p> <p>NOTES: Next Mtg. June 9th @ 2:00pm</p> <ul style="list-style-type: none">● Assign Times & Roles● Review Norms● Approval of Minutes● Welcome new members● September PD Debrief	ALL						
3:58pm - 4:00pm	2	<p>Discuss what worked well about this meeting and what we would like to change next time</p> <table><tr><th>Plus +</th><th>Delta Δ</th></tr><tr><td><ul style="list-style-type: none">● Effective use of time● Teamwork● All voices were heard</td><td><ul style="list-style-type: none">● Started late</td></tr></table>				Plus +	Delta Δ	<ul style="list-style-type: none">● Effective use of time● Teamwork● All voices were heard	<ul style="list-style-type: none">● Started late
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