

## School-Based Planning Team

**Date:** September 22, 2021

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

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

**Facilitator:** Jessamine Perez Pherett

**Time keeper:** Patricia Taboada-Serrano

**Note taker:** Joshua Dean

**Norms Tracker:** Patricia McKinney

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

### Schedule [120 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30pm - 4:30pm	2	<b>Review objectives for today/Agenda</b> Standing Items: <ul style="list-style-type: none"><li>• Assign Times &amp; Roles</li><li>• Review Norms</li><li>• Title 1 Funds</li><li>• SBPT Parent Election</li><li>• Shared Governance Teams</li><li>• Update on SCEP Roll-out: Commitment 1</li><li>• Update on SCEP Roll-out: Commitment 2</li><li>• Agenda for next meeting</li></ul>	Facilitator		
3:32pm - 3:34pm	2	<b>Topic: Assign Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"><li>• Done</li></ul>	Facilitator		
3:34pm - 3:36pm	2	<b>Topic: Review Norms</b> <b>NOTES:</b> <ul style="list-style-type: none"><li>• Take an inquiry stance</li><li>• Ground statements in evidence</li><li>• Assume positive intentions and take responsibility for impact</li><li>• Stick to protocol and hear all voices</li><li>• Start and end on time</li><li>• Be here now</li></ul>	Norms Tracker		

		<ul style="list-style-type: none"> <li>Expect non-closure</li> <li>Expect discomfort in the service of learning</li> </ul>			
3:36pm - 3:41pm	5	<b>Topic: Title 1 Funds</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Funds will be used for various school events.</li> <li>Funding will also be used for light refreshments for parent engagement.</li> </ul>	Patricia		
3:41pm - 3:46pm	5	<b>Topic: SBPT Parent Election</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Elections will be held this year to elect one parent to the team.</li> <li>Two parents will be chosen as backups.</li> </ul>	Patricia		
3:46pm - 3:55pm	9	<b>Topic: Shared Governance Teams</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>This year several changes were made to our Shared Governance teams to align them to the SCEP plan.</li> <li>Staff selected which teams they wanted to serve on.</li> <li>The teams will vote to decide on two team leaders.</li> <li>Since there is no longer built in time on Wednesdays teams will decide when they want to meet outside of goal hours.</li> <li>The district has not approved PD hours for committees or planning.</li> <li>Staff will be notified of their membership on a team that was their 1st or 2nd choice. Participation is not mandatory for any staff, but participation is highly encouraged.</li> </ul>	Katie		
3:55pm - 4:10pm	15	<b>Topic: Update on SCEP Roll-out: Commitment 1</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li><b>Topics</b> <ul style="list-style-type: none"> <li><b>SEL process</b> Second Step Curriculum. The DESSA Mini will be used as a screening assessment. Further assessment can take place as needed for students who are</li> </ul> </li> </ul>	All		

		<p>identified as needing further intervention.</p> <ul style="list-style-type: none"> <li>○ Tier 1 is for all students through the second step.</li> <li>○ Tier 2 can include specific actions for specific students or groups of students such as peace circles in the classroom.</li> <li>○ Tier 3 is targeted support for specific students who need more intensive intervention which can include support from the social worker and even outside support. Restorative circles are another tool when harm has been done to another student.</li> <li>○ <b>Tier 1</b> is a major focus this year to work towards building wide consistency.</li> <li>○ <b>Student Council-</b> This will begin soon after the shared governance teams start to meet. Student Equity and Engagement will run this. Elections will occur near election day. The SCEP plan will be used as a guide.</li> <li>○ <b>House Systems-</b> The Building Relationships team will lead this process which will be more challenging this year due to COVID restrictions. This will need to be reintroduced. House points will be awarded again this year.</li> <li>○ <b>School Wide Events-</b> Shared Governance teams will run these events.</li> <li>○ <b>Social Emotional Learning-</b> This includes SEL time in the master schedule and the Second Step Curriculum that is being taught in classrooms.</li> </ul>			
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4:10pm - 4:25pm	15	<p><b>Topic: Update on SCEP Roll-out: Commitment 2</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>● <b>Topics</b> <ul style="list-style-type: none"> <li>○ <b>Focus on Instruction and Cultural Responsiveness -</b> Student equity &amp; engagement</li> <li>○ <b>PBL-</b> The Student Equity and Engagement team will be working on supporting PBL rollout. ( Arts, Music) A social studies PBL unit will be implemented by all teachers the second week in October. Plans are due by October 1st.</li> <li>○ <b>Discussion Protocols-</b> Rollout occurred last week in grade level team meetings. Grade levels selected one protocol to begin using( include lang stems). Professional development also occurred during the summer.</li> <li>○ <b>Walkthroughs-</b> will begin next week. It is for feedback - not evaluation.</li> <li>○ <b>Survey-</b> 5th week will include a survey from teachers to find out how it went.</li> <li>○ <b>Action items:</b> all committees will choose a time/day to meet next week.</li> </ul> </li> </ul>	All		
4:25pm - 4:28pm	3	<p><b>Topic: Agenda for Next Meeting</b></p> <p><b>NOTES: Next Mtg. June 9th @ 2:00pm</b></p> <ul style="list-style-type: none"> <li>● Assign Times &amp; Roles</li> <li>● Review Norms</li> <li>● Approval of Minutes</li> <li>●</li> </ul>	All		
4:28pm - 4:30pm	2	<p><b>Discuss what worked well about this meeting and what we would like to change next time</b></p>			

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		<ul style="list-style-type: none"><li>• Effective use of time</li><li>• Teamwork</li></ul>	<ul style="list-style-type: none"><li>• Attendance</li></ul>