

School-Based Planning Team

Date: May 12, 2021

Time: 2:00pm - 3:00pm

Location: Francis Parker School No. 23

Facilitator: Greg

Time keeper: Jaime

Note taker: Aprille

Norms Tracker: Kim M.

Members Present: Katie Yarlett-Fenti, Carla Roberts, ~~Patricia Taboada-Serrano, Jenn Rothfuss, Patricia McKinney, Kevin White,~~ Greg Kunzer, Caroline Carello, Jaime Kamauf, Jessa Perez, Aniquette Kirton

Non-SBPT Members Present: Aprille Burton, Kim McInerney

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
2:00 pm - 2:03 pm	3	Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none"> Assign Times & Roles Review Norms Approval of Minutes Review and Add to Equity Self-Reflection Notes Student Interviews 	Katie		
2:03pm - 2:05pm	2	Topic: Assign Roles NOTES: <ul style="list-style-type: none"> Done 	All		
2:05pm - 2:45	40	Topic: Review 2021-2022 SCEP Equity Self-Reflection NOTES: <ul style="list-style-type: none"> Starting from equity and then building those components in EQUITY SELF-REFLECTION FOR IDENTIFIED SCHOOLS (Due May 15, 2021): Katie will upload into SCEP folder. Link to CR-S Framework 	All		
		Topic: Student Interviews (Due 5/31/21) NOTES: <ul style="list-style-type: none"> Background <ul style="list-style-type: none"> Katie walked through the background document and what is expected; explained examples of how to conduct the meeting 			

		<ul style="list-style-type: none"> • Review Student Interview Agenda <ul style="list-style-type: none"> ○ Roles with a rolling agenda • (10- 25; 5th & 6th; representative of all different students) • Questions (need to be given ahead of time; about 5 questions): <ul style="list-style-type: none"> ○ Could ask students what they want to talk about (topics); survey them ○ Could choose a topic or topics ○ Could break topics into categories ○ Could use open-ended questions ○ Race and Racism focus ○ Questions: #s 1, 4, 6, 9, and 12 received the most votes by the team • Assign Interviewers (could be small groups; members of SCEP team): <ul style="list-style-type: none"> ○ Lead students through the interview ○ Get them to expand on their thoughts ○ Emphasize there are no right answers, people have different points of view • Interviewers: Jessa, Katie and Carla 							
		<p>Next Steps:</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Carla and Katie will work on a letter explaining to families on what it is for <ul style="list-style-type: none"> ○ Will pull the hybrid students and hand them the letter ○ Send letters home next week ○ Katie will put questions into the agenda • Jessa- 4th; Katie- 5th; Carla- 6th • Look at a time to schedule interviews 							
2:55pm - 2:58pm	3	<p>Topic: Agenda for Next Meeting</p> <p>NOTES: Next Mtg. May 19th @ 2:00pm</p> <ul style="list-style-type: none"> • Review Student Interview Attendees <ul style="list-style-type: none"> ○ Did letters go home? Who didn't want to do it? ○ Share out planned interview dates and times 	All						
2:58pm - 3:00pm	2	<p>Discuss what worked well about this meeting and what we would like to change next time</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Plus +</td> <td style="text-align: center;">Delta Δ</td> </tr> <tr> <td> <ul style="list-style-type: none"> • All voices heard • Collaboration </td> <td> <ul style="list-style-type: none"> • End on time </td> </tr> </table>				Plus +	Delta Δ	<ul style="list-style-type: none"> • All voices heard • Collaboration 	<ul style="list-style-type: none"> • End on time
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