Date: 04/17/2024
Time: 3:30pm - 4:30pm
Location: Francis Parker School No. 23/Microsoft Teams
Facilitator: Katie
Timekeeper: Sheila
Note taker: Jen
Norms Tracker: O'Hara

Members Present: Katie Yarlett-Fenti, Jen Rothfuss, ~~Jamie Klotz~~, ~~Danielle Carlson~~, Sheila Howland, Megan O'Hara, Ben Edwardsen, ~~Jonathan Marsh, Patricia McKinney, Carla Roberts, Paula Bryant~~

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30		**Review objectives for today/Agenda** Standing Items: • Assign Times & Roles (Standing) • Review Norms (Standing) • PD Approval (Standing) • Faculty/Committee Meeting Updates • School Improvement Plan • New Business	Facilitator		
3:32		**Topic: Assign Times and Roles** **NOTES:** • Done	Facilitator		
3:34		**Topic: <u>Review Norms</u>** **NOTES:** • 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 • Expect discomfort in the service of learning	Norms Tracker		
3:46		**Topic: PD - Sup's Conference Day** **NOTES:** • "The Right to Read: The Greatest Civil Rights Issue of Our Time" • Principals and teachers called to score will be off-site. The remaining staff members will be led by Ms. Roberts in the gym. • The afternoon portion will be district based and teachers can check out the landing page for more information.	**Katie**		

3:47		**Topic: Faculty/Committee Meetings Updates**	All		
		NOTES: We need to begin thinking about how to work smarter, not harder and that people have a role. How do we get committee work to be more equitable, efficient, and workable for all staff members?			
		Building Relationships			
		• House Day (May):			
		• Half-Days for House Days and/or Lion's Dens?			
		• Lion's Den start time changed back to 8:00 a.m. again next year?			
		Student Equity & Engagement			
		• No new updates			
		Data Wise			
		• Will be supporting SBPT as they work on the 2024-2025 SIP.			
		• Visible Learning PD is on April 27th			
		• NYS Assessments Update (Grades 3-6):			
		○			
		Community Excellence			
		• No updates at this time			
4:07		**Topic: 2024-2025 SIP**			
		NOTES:			
		• Review SIP Creation Process Slide Deck			
		• Review SIP Checklist			
		• SIP Leadership Team: Yarlett-Fenti, Burton, Swick, Mcinerney, Passamonte			
		• Equity Survey			
4:25		• Equity Self-Reflection	All		
		○ How are we doing with the culturally responsive framework & environment?			
		○ Review SBPT results. Used results to gather ideas for SIP.			
		○ After reviewing survey we decided to focus on assessing the school climate three times per year, implementing anti-racist curriculum at grades 4-6, establishing an inclusive space, embedding opportunities for anti-racism, inclusion, power and privilege curriculum units to develop independent thinkers, integrating current events, encouraging students to be exposed to multiple languages, creating professional learning communities, and providing training for staff in equity, inclusion, and diversity.			
		○ Team will fill out chosen priorities to improve upon on survey			
		• Student Interviews (Grades 3-6)			
		○ 3rd Grade Responses			
		○ 4th Grade Responses			
		○ 5th Grade Responses			

		o 6th Grade Responses
		• Student Survey (School Climate Survey)
		     o Optional again, but information gained is quality.
		• Parent Survey (School Climate Survey)
		     o We had a small number of responses at the district level. Our school is considering putting out their own in a variety of formats.
		• Staff Survey (School Climate Survey)
		     o This form will be sent using paper for anonymity purposes.
		     o The sub-team will look over the surveys with an eye for improving the feedback and making it more useful.
		• SIP Exemplar
		
		Topic: New Business
		
		NOTES:
		
		• Field Trip Medical Forms: Communicate that the only time a parent needs to fill out the form again is if there are changes. Put a check box or highlight.			

4:28		**Topic: Agenda for Next Meeting** **NOTES: Next meeting** • Assign Times & Roles (Standing) • Review Norms (Standing) • Approval of Minutes (Standing) • PD Approval (Standing) • Faculty/Committee Meeting Updates (Standing) • SIP Updates • New Business (Standing)	All		
4:29		**Discuss what worked well about this meeting and what we would like to change next time**			

Plus +	Delta Δ
• Ended ahead of schedule • Much more useful than the district PD • Parent feedback & participation	• Started late • We need to reach out to members that haven't attended in awhile.