School-Based Planning Team

Date: 06/18/2024
Time: 3:30pm - 4:30pm
Location: Francis Parker School No. 23/Microsoft Teams
Facilitator: Katie
Time keeper: Jonathan
Note taker: Megan
Norms Tracker: Sheila

Members Present: Katie Yarlett-Fenti, Jen Rothfuss, Sheila Howland, Megan O'Hara, Jamie Klotz, Danielle Carlson, Ben Edwardsen, Jonathan Marsh, Patricia McKinney, Carla Roberts, Paula Bryant **(New RTA: R. Goldberg and G. Lahoda)**

Guests (New SBPT Members for 2024-2025 school year): Kristin Waxmonsky, Norman Fearrington, Katherine Clark-Walter

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible
3:30		**Review objectives for today/Agenda** Standing Items: • Welcome New Members • 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** **NOTES:**	Katie

		• We will be discussing more next week, 3 day summer institute for end of August (Tues-Thurs) • One full day paid, remaining days to PDI (stipend)	
3:47		**Topic: Faculty/Committee Meetings Updates** **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** • We are announcing the house cup winner this Thursday • Academic Culture commitment in SIP **Student Equity & Engagement** • PBL Showcase/End of Year Picnic: It went really well, with the "Night at the Museum" theme (visiting all classrooms). Building relationships with families. **Data Wise** • Supporting SBPT as they work on the 2024-2025 SIP. • Collecting data from multiple sources to drive the commitments we will be creating. • SIP Sub-Team for Developing ELA, Math and Academic Culture Commitments: Carla Roberts, Patricia McKinney, Katie Yarlett, Kim McInerney, Aprille Burton, Cheril Passamonte, and Joanne Swick • **IReady Growth Data Fall to Spring 2023-2024** **Community Excellence** • Revisit which awards we should give out at Lion's Den - too many right now? • Do we need criteria for each award that's communicated to students and staff? • Are we giving out too many awards? Do we need to simplify? • What is the criteria for each award, making sure this is clear for all adults.	All

4:07		**Topic: 2024-2025 SIP**
		NOTES:
		• **SIP Team Meetings:**
		    ○ **5/3/2024 8:00am-2:00pm**
		    ○ **5/14/2024 8:00am-2:00pm**
		    ○ **6/18/2024 3:30-4:30**
		• Review Draft SIP Commitments in both ELA and Math
		• Review SIP Checklist
		    ○ The Team is moving along according to schedule. They need to wrap up the Student Interview piece.
		    ○ From May 25th through the end of June, we will have created a vision for change, action planning, outline how we will measure our progress, etc…
		    ○ Ultimately the SIP needs to get before parents to receive feedback and make sure we are on track for next year.
		• SIP Leadership Team: Yarlett-Fenti, Burton, Swick, Mcinerney, Passamonte, McKinney
		• Student Equity Survey
		    ○ Student Interviews: 6th Grade 5th Grade 4th Grade 3rd Grade	

		• **Literacy Focus Area:**
		    o Grade Level Texts and Tasks: We want our students to be challenged with grade-level content and use the intervention time to provide remediation and enrichment.
		    o Applying for a grant to purchase the "Being a Writer" program to support our rationale.
		    o Master Schedule is being looked at to break the 90 minute block into two 45-minute blocks, one focused on reading the other writing.
		    o RTI time will be targeted to meet the needs of all learners, not just those needing remediation.
		    o Close Reading, Writing conferences, constructive feedback, and mental models for our students.
		    o We reviewed the Literacy focus
		    o We will review math at the next meeting
		    o Academic Culture will be ready to go at the next meeting as well.	

4:25		• 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.
			All

4:27		**Topic: New Business** **NOTES:** • N/A	All

4:28		**Topic: Agenda for Next Meeting June 25, 2024 @ 3:30**
		 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):
		    o Generative AI
		    o Share School Climate Data	

4:29		**Discuss what worked well about this meeting and what we would like to change next time**	

Plus +	Delta Δ
• New parent members joined us!	• Ended late •