School-Based Planning Team

Date: 10/18/23
Time: 3:30pm - 4:30pm
Location: Francis Parker School No. 23/Microsoft Teams
Facilitator: Katie
Time keeper: Howland
Note taker: Rothfuss
Norms Tracker: Roberts

Members Present: Katie Yarlett-Fenti, Jen Rothfuss, <mark>Jamie Klotz</mark>, Sheila Howland, Ben Edwardsen, Jonathan Marsh, Patricia McKinney, Carla Roberts, Paula Bryant

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
		Review objectives for today/Agenda Standing Items: • Assign Times & Roles (Standing) • Review Norms (Standing) • PD Approval (Standing) • Faculty/Committee Meeting Updates • School Improvement Plan Updates • New Business ○	Facilitator		
		Topic: Assign Times and Roles **NOTES:** • Done	Facilitator		
		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		

3:40 - 3:47		**Topic: PD Approval** **NOTES:** • Canva for Librarians: ==Approved== • Rochester Children's Book Festival: ==Approved==	Katie		

3:47 - 4:13		**Topic: Faculty/Committee Meetings Updates**
		NOTES:
		• <u>**Building Relationships**</u>
		   o Title 1 Funding has been approved to provide refreshments, some funds were used for the Back to School Bash
		   o Currently planning the Heritage Peace Dinner (11/14)
		• <u>**Student Equity & Engagement**</u>
		   o Culturally Responsive Teaching and Resources, Project-Based Learning, Student Council, School Safeties, Standard Bearers, and PD
		   o Our students are building their capacity as leaders and advocates in our school community as safety patrol members, student council, etc.
		      ▪ Safety patrol- we have 22 students based on applications/references. Will meet 1 Friday per month 1:15-1:45 in the gym. Safety will get t-shirts.
		      ▪ Student council-Applications were given to anyone who wanted one. Due date was 9/29. Letters go home 10/5 to explain if they were chosen or put on a waiting list. Student council will meet the first Thursday of each month from 10:30-11:30 in the library. They will also meet the day before a Lion's Den 10:35-11:05 on the gym stage. Student council will get t-shirts.
		      ▪ Standard Bearers-Carla works with them.
		   o PBL Showcase
		      ▪ 11/14 along with Heritage Peace Dinner.
			All		

		▪ 5:00-6:00 PBL showcase in classrooms ▪ 5:00-7:00 Dinner (student council will be at the doors telling guests to visit classrooms first, then get dinner) **Data Wise** ○ Open House: 400 people! ○ The team met to review our NYS Assessment scores (41% passed ELA and 40% passed Math). ○ We met our MIP in ELA, and exceeded our MIP in Math. ○ This should change our label to a School in Good Standing ○ We will look at a variety of demographic breakdowns to see where areas of improvement ○ We looked at data from different subgroups, and cohort data for two and three-year trends. **Community Excellence** ○ Lion's Den was great! Students were able to express their excitement. Recognized students for good attendance, and celebrated Hispanic Heritage Month. Celebrated in English and Spanish with a role-playing skit. ○ Spent the meeting selecting roles for members ○ New time for Lion's Den 9:15 ○ Will raise the cost of the Sunshine Fund due to inflation. ○ Book Vending Machine will be absorbed by this committee- at least 3 students will be selected from each class to choose a book from the vending machine (behavior, attendance, & King's Crew)			
4:13 - 4:15		**Topic: New Business** **NOTES:** NA	All		
		Topic: Agenda for Next Meeting **NOTES: Next meeting** Assign Times & Roles (Standing)	All		

		- Review Norms (Standing) - Approval of Minutes (Standing) - PD Approval (Standing) - Faculty/Committee Meeting Updates (Standing) - New Business (Standing)			
		Discuss what worked well about this meeting and what we would like to change next time			

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Plus +	Delta Δ
- Ended ahead of schedule - Preparation of agenda in advance - Knowledgeable about area where they were sharing, smooth	Designate a point person from Community Excellence to add minutes to SBPT agenda