

School-Based Planning Team

Date: 11/15/23

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23/Microsoft Teams

Facilitator: Sheila

Time Keeper: Danielle

Note taker: Katie

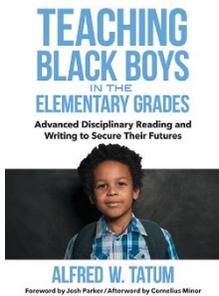
Norms Tracker: Jenn

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

Schedule [60 min]

| Time | Mins. | Action/Activity | Person Responsible | Target Dates | Status |
|-------------------|-------|--|--------------------|--------------|--------|
| | | Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Done | Facilitator | | |
| | | Topic: <u>Review Norms</u> NOTES: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • All signatures must be in writing, and not electronic. • Signatures needed for Library Canvas PDs. • Upcoming submission for Passamonte's Collegial Learning Circle: Teaching Black Boys in the Elementary Grades, by Alfred W. Tatum. | Katie | | |

- Katie will send the completed form to SBPT to review and sign (not electronically) for submission to the OD Committee.



3:47
-
4:13

Topic: Faculty/Committee Meetings Updates

NOTES:

- **Building Relationships**
 - The Heritage Peace Dinner was an amazing success! Thank you to all of the staff, students, and parents who helped with set-up, clean-up, and serving!
 - The food families provided from their heritage was so tasty! Thank you to all of our families that helped us celebrate and learn more about their personal heritages.
 - QR code RSVP was used, which was successful. Total number of participants (families) was: 151 plus staff. Ordered food for 250 people. Next time the team will test the code for RSVPs using an outside email address to be sure we receive an accurate number of people.
 - Next Event: A Piece of Africa in February.
- **Student Equity & Engagement**
 - Student Council members helped at the Heritage Peace Dinner! Had bowties on. They did an amazing job.
 - T-shirts are coming to distinguish who the student leaders are.
 - Our students are building their capacity as leaders and advocates in our school community as safety patrol members, student council, etc.
 - Student Council members will help run the next Lion's Den!
 - PBL Showcase was held in collaboration with the Heritage Peace Dinner! Families were able to visit their child's classroom to learn about their most recent PBL project. Found that even with switching the time, some families still showed up at 5:00 in the classroom. Then, classroom teachers weren't able to get out and help with serving.
 - Need to improve attendance for the next PBL Showcase.
 - Dual-events were not represented on ONE flyer, so parents were a little confused about each event. Will revisit for next time.
- **Data Wise**

All

| | | | | | |
|-------------------|--|--|-----|--|--|
| | | <ul style="list-style-type: none"> ○ We are currently working on our SIP Commitment Tracker and documenting all steps and efforts taken by the team and staff to implement SIP Commitments successfully. ● Community Excellence <ul style="list-style-type: none"> ○ Lion’s Den will be held on Tuesday November 21st. ○ Sunshine Committee is going well. ○ Already had several events that required the team to “spread some sunshine.” ○ Greg will announce the pizza party winner. | | | |
| 4:13 - 4:15 | | <p>Topic: New Business</p> <p>NOTES:</p> <ul style="list-style-type: none"> ● N/A | All | | |
| | | <p>Topic: Agenda for Next Meeting</p> <p>NOTES: Next meeting</p> <ul style="list-style-type: none"> ● Assign Times & Roles (Standing) ● Review Norms (Standing) ● Approval of Minutes (Standing) ● PD Approval (Standing) ● Faculty/Committee Meeting Updates (Standing) ● New Business (Standing) | All | | |
| | | Discuss what worked well about this meeting and what we would like to change next time | | | |
| | | Plus + | | Delta Δ | |
| | | <ul style="list-style-type: none"> ● Ended early ● Dinner will be served tonight ● Assume positive intentions ● New Mantra: You’re either Winning or Learning!!! | | <ul style="list-style-type: none"> ● Missing representation from some constituencies. | |