

School-Based Planning Team

Date: November 17, 2021

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Greg

Time keeper: Jessa

Note taker: Jen

Norms Tracker: Mike

Members Present: Katie Yarlett-Fenti, ~~Carla Roberts~~, ~~Patricia McKinney~~, ~~Josh Dean~~, Jenn Thettu, [Michael Jinks](#), Jamie Kamauf, Jessa Perez, Patricia Toboada-Serrano, ~~Kevin White~~, Greg Kunzer

Schedule [120 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30pm - 4:30pm	2	Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none"> • Assign Times & Roles • Review Norms • Shared Governance Teams • Update on SCEP Roll-out: Commitment 1 • Update on SCEP Roll-out: Commitment 2 • Agenda for next meeting 	Facilitator		
3:32pm - 3:34pm	2	Topic: Assign Roles NOTES: <ul style="list-style-type: none"> • Done 	Facilitator		
3:34pm - 3:36pm	2	Topic: Review Norms 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		

<p>3:46pm - 3:55pm</p>	<p>9</p>	<p>Topic: Shared Governance Teams</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Instructional Leadership Team: <ul style="list-style-type: none"> ○ CFA and NWEA are done. ○ Will meet every other week through December into January. ○ Looking at data walls from NWEA. Using 18-19 data points for what we are measured against. When looking at the data wall, we need to focus interventions on the students who are part of Special Education or African American demographics. ○ iReady assessment window began 11/5. Data will be reviewed once the window is completed. ○ Discussion protocols were useful according to survey data collected. ○ Grade level teams picked a new discussion protocol and at least two surveys will be completed for each grade level before Winter Break. • Student Equity and Engagement Team: <ul style="list-style-type: none"> ○ Selecting students to do morning announcements. ○ Teachers elected students for student council for grades 3-6. Waiting on 2 grade levels. Looking to have the student council be part of decision making about what is happening. Student council will be ambassadors for events. Meeting again in about a week. ○ Safety patrol is running. ○ PBL units: Student interviews will take place, photos will capture the event to prepare a virtual PBL exhibit. Will be launched December 16, 6-7 PM. Will organize Spring PBL. • Community Excellence: <ul style="list-style-type: none"> ○ First Lion's Den Monday 11/22. Will have 2 half hour gatherings 	<p>All</p>		
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		<p>with primary and intermediate. Will discuss PAWS, Houses, Attendance, King's Crew Slides. Will explain the House system.</p> <ul style="list-style-type: none"> • Building Relationships: <ul style="list-style-type: none"> ○ Heritage Peace Dinner took place Tuesday, 11/16. Working with Community Excellence for PAWS. Next meeting discussing next steps for Piece of Africa event. ○ Houses have been sorted for new students and staff 			
3:55pm - 4:10pm	15	<p>Topic: PBL</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Topics <ul style="list-style-type: none"> ○ Pictures from launch ○ Commitment 2 ○ Successful experience for many classes ○ Photos were taken of launches and will be shared with families in Open House presentations and on social media. ○ Ideas for possible parent involvement: Use Go-Pro 	All		
4:10pm - 4:25pm	15	<p>Topic: Discussion Protocols</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Topics <ul style="list-style-type: none"> ○ Each class has anchor charts with Discussion Protocols posted ○ Students were familiar with the cues and there was no need to explain the steps ○ Teachers should keep the anchor charts and reuse them in the future ○ Authentic discussion and flow in class ○ All students were participating ○ During walkthroughs, we will be looking for evidence that students were engaged and participating in discussion. ○ Teacher feedback: Pass it On protocol is helping students listen 	All		

		<p>carefully to peers. Turn and Talk is helping build communication skills in Kindergarten. Whip around is promoting authentic discussion in 4th grade. Sentence starters are helpful.</p> <ul style="list-style-type: none"> ○ Survey given within next 2 weeks at grades 3-6 to assess discussion protocols. Will decide at academic meetings if the same protocol should continue or if a new protocol will be chosen. Some more time may be needed with each protocol. 							
4:25pm - 4:28pm	3	<p>Topic: Agenda for Next Meeting NOTES: Next Mtg. December 15th @ 3:30pm</p> <ul style="list-style-type: none"> • Assign Times & Roles • Review Norms • Approval of Minutes • Shared Governance Report-Out • Share out school-wide data • Parent, Staff and Student Survey 	All						
4:28pm - 4:30pm		<p>Discuss what worked well about this meeting and what we would like to change next time</p> <table border="1"> <thead> <tr> <th>Plus +</th> <th>Delta Δ</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Effective use of time • Teamwork </td> <td> <ul style="list-style-type: none"> • Attendance </td> </tr> </tbody> </table>				Plus +	Delta Δ	<ul style="list-style-type: none"> • Effective use of time • Teamwork 	<ul style="list-style-type: none"> • Attendance
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