

## School-Based Planning Team

**Date:** January 19, 2022

**Time:** 3:30pm - 4:30pm

**Location:** Francis Parker School No. 23

**Facilitator:** Katie

**Time keeper:** Ms. Taboada

**Note taker:** Jen

**Norms Tracker:** Jessa

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

### Schedule [120 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30pm - 3:32pm	2	<b>Review objectives for today/Agenda</b> Standing Items: <ul style="list-style-type: none"> <li>Assign Times &amp; Roles</li> <li>Review Norms</li> <li>Approval of Minutes</li> <li>Shared Governance Report-Out</li> <li>School-wide data - SCEP Plan</li> <li>Parent SBPT Voting</li> <li>Questions to parents for school base planning team</li> </ul>	Facilitator		
3:32pm - 3:34pm	2	<b>Topic: Assign Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Done</li> </ul>	Facilitator		
3:34pm - 3:36pm	2	<b>Topic: Review Norms</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Take an inquiry stance</li> <li>Ground statements in evidence</li> <li>Assume positive intentions and take responsibility for impact</li> <li>Stick to protocol and hear all voices</li> <li>Start and end on time</li> <li>Be here now</li> <li>Expect non-closure</li> </ul>	Norms Tracker		

		<ul style="list-style-type: none"> <li>Expect discomfort in the service of learning</li> </ul>			
3:36pm - 4:15pm	20	<p><b>Topic: Shared Governance Teams</b></p> <p><b>NOTES:</b></p> <p><b>Instructional Leadership Team:</b>  <u>Discussion Protocols</u></p> <ul style="list-style-type: none"> <li>Meeting with academic teams this week to discuss walkthroughs focused on 3b (questioning and discussion techniques) &amp; 3c. Carla and Katie will be walking through classrooms weekly for about 10 minutes. Will complete feedback on a google form. The feedback will be automatically emailed to staff following the walkthrough. Walkthrough tool will be used to check off the things the team saw when observing. Will move into 3a and 3d in future walkthroughs</li> </ul> <p><b>Student Equity and Engagement Team:</b></p> <ul style="list-style-type: none"> <li>PBL showcase took place in December</li> <li>Safeties and student counsel in place</li> <li>Older students serving as mentors and helping in classrooms with younger students</li> <li>Ensuring student engagement is ongoing</li> <li>Student ambassadors have been selected</li> <li></li> </ul> <p><b>Community Excellence Team:</b></p> <ul style="list-style-type: none"> <li>Lion's Den Possible Structure: Pledge, present musical performance (live or recording; consult Ms. Polashenski and Ms. Boyd; ask about drums), present house points (consult with building relationships), fundraiser details, announce new students and staff and which team they were in (receive from building relationships), king's crew (is this different from PAWS)</li> <li>Wondering about safety in having the whole school in the gym since COVID numbers are still rising. Should we consider Zoom for Q2? Should we</li> </ul>	All		

		<p>consider doing the King's Crew stuff as a separate smaller event?</p> <ul style="list-style-type: none"> <li>We are rolling out another Spirit week next week. Jen collaborated with Corynn and sent the flyer out to the school.</li> <li>Pre-K has been in the lead for attendance. Can we give them the Pizza party?</li> <li></li> </ul> <p><b>Building Relationships Team:</b></p> <ul style="list-style-type: none"> <li>Piece of Africa: date set. Will meet Monday</li> <li>PAWS posters were printed and given to classroom teachers. Posters were also posted around the school (hallway, bathrooms, gym, playground).</li> <li>Students will use lanyards instead of t-shirts. On house days students will wear their house color.</li> </ul>			
3:55pm - 4:10pm	15	<p><b>Topic: Schoolwide Data</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>NWEA is no longer being used.</li> </ul>	All		
4:10pm - 4:25pm	15	<p><b>Topic: Collegial Learning Circles</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>2 books offered to staff to join a collegial learning circle. Looking into extra funding to provide incentive to join the collegial learning circle since many teachers have exceeded PD hours. SBPT voted and agreed to using funding if it is available</li> </ul>	All		
		<p><b>Topic: New Parent Members</b></p> <ul style="list-style-type: none"> <li>Questions needed to ask each family. New parent members are needed for SBPT.</li> <li>What can you bring to the table?</li> <li>Why do you want to join?</li> <li>What do you think this committee does? Patricia makes sure families understand what the commitment is for the committee</li> <li>Will you be able to make monthly meetings that will last one hour?</li> <li>How involved are you willing to be?</li> <li>Are you willing to speak up for the greater good?</li> </ul>			

		<p><b>Walkthrough protocol for SEL climate</b></p> <ul style="list-style-type: none"> <li>• Tool using a rubric to help you evaluate where you are</li> <li>• Can SEL team use this tool to do walkthroughs to customize support needed?</li> </ul>							
4:25pm - 4:28pm	3	<p><b>Topic: Agenda for Next Meeting</b>  <b>NOTES: Next Mtg. February @ 3:30pm</b></p> <ul style="list-style-type: none"> <li>• Assign Times &amp; Roles</li> <li>• Review Norms</li> <li>• Approval of Minutes</li> <li>• Shared Governance Report-Out</li> <li>• Clarification on Survey ( used to design SCEP ??)</li> <li>• Questions to parents for school base planning team</li> </ul>	All						
4:28pm - 4:30pm	2	<p><b>Discuss what worked well about this meeting and what we would like to change next time</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center; color: blue;">Plus +</th> <th style="width: 50%; text-align: center; color: blue;">Delta Δ</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>• Started on time</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>•</li> </ul> </td> </tr> </tbody> </table>		Plus +	Delta Δ	<ul style="list-style-type: none"> <li>• Started on time</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		
Plus +	Delta Δ								
<ul style="list-style-type: none"> <li>• Started on time</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>								