

School-Based Planning Team

Date: February 16, 2022

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Jessa

Time keeper: Jaime Kamauf

Note taker: Jen Thettu

Norms Tracker: Michael Jinks

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

Schedule [120 min]

Time	Min s.	Action/Activity	Person Respon sible	Targ et Date s	Stat us
3:30p m - 3:32p m	2	Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none"> • Assign Times & Roles • Review Norms • Approval of Minutes • Shared Governance Report-Out • Parent Survey Mid-Year • Parent SBPT Voting Update • New Business 	Facilitat or		
3:32p m - 3:34p m	2	Topic: Assign Roles NOTES: <ul style="list-style-type: none"> • Done 	Facilitato r		
3:34p m - 3:36p m	2	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 	Norms Tracker		

		<ul style="list-style-type: none"> • Expect non-closure • Expect discomfort in the service of learning 			
3:36p m - 4:15p m	20	<p>Topic: Shared Governance Teams</p> <p>NOTES:</p> <p>Instructional Leadership Team:</p> <ul style="list-style-type: none"> • The District is focusing on writing throughout all subject areas. • Looking for teachers teaching writing, evidence of writing responses to prompts, providing feedback, and using rubrics. • CFAs: Almost all completed. Teachers have until 3/2 to enter rubric scores. All students need to have completed their tests by 2/18. • Mid-Year Assessments: F&P's, writing samples, CFA #2, IReady weekly reports, and Aprille gave everyone Aimsweb probes for math progress monitoring. Zearn and Successmaker will be eliminated next year. • Summer PD: PBL Works (paid registration and teacher pay vs. PD incentive). Need to create Personnel Authorizations by March. Email will go out to staff shortly. Katie will connect with PBL Works to determine courses available - maybe the whole school. Dates are currently unknown. <p>Student Equity and Engagement Team:</p> <ul style="list-style-type: none"> • Student showcase for artists, musicians & creative writers; recognize students excelling for the month; located in the main hall across from the main office; <p>Community Excellence Team:</p> <ul style="list-style-type: none"> • Lion's Den will take place Friday, 2/18 on Zoom at 1:50. This will be live, with cameras facing students. Student government will be introduced, King's Crew, attendance winners, MLK award winners, new students and staff are sorted into houses. Each class will share a blurb about what they have been working on. Anastasia Polashenski shared a video with students playing drums to play while we wait for classes to log in and ukulele at the end • Bulletin board outside 212 will display King's Crew <p>Building Relationships Team:</p> <ul style="list-style-type: none"> • Piece of Africa event tomorrow (2/17). YouTube recording will go live at 5:00. Link will be posted on Facebook page. Staff will share with families 	All		

		<p>through dojo, email, Google Classroom, etc. Link will be shared with PTA</p> <ul style="list-style-type: none"> New students and staff were sorted into houses and will be announced during Lion's Den 			
		<p>Topic: Parent Mid-year Survey</p> <p>NOTES:</p> <ul style="list-style-type: none"> Part of SCEP plan includes sending a survey to parents, staff, students: Student Questions: I feel like I'm part of my school community (yes or no) <p>I have developed strategies to be successful in areas I have struggled with academically</p> <ul style="list-style-type: none"> Should we do a mid-year survey? Committee agreed to send the forms out and will give a week for survey to be completed 	All		
		<p>Topic: New SBPT Parent Member Update</p> <p>NOTES:</p> <ul style="list-style-type: none"> 5 parents responded: 2 men, 3 women. Bios will be put on Facebook page, and families will vote for who they want on the team. We are looking for a 2 year commitment. Looking to have 3 parent reps. Discussed having new parent reps start immediately after being elected. New parents will be offered a meeting to introduce them to the SCEP prior to the next school based meeting. 			
		<p>Topic: New Business</p> <p>NOTES:</p> <ul style="list-style-type: none"> Instructional Supplies: classrooms each have \$100 to spend on supplies. Support staff will receive \$50 Parent Conferences should be completed by March 18th. Conference log should be uploaded on 18th. Upcoming ½ day on March 4th The following SEL Walkthrough Protocol will be shared and discussed at academic meetings: https://schoolguide.casel.org/uploads/sites/2/2020/10/Indicators-of-Schoolwide-SEL-Observation-Protocol-5.8.20-FINAL.pdf 			
4:25p m - 4:28p m	3	<p>Topic: Agenda for Next Meeting</p> <p>NOTES: Next Mtg. March 16 @ 3:30pm</p> <ul style="list-style-type: none"> Assign Times & Roles Review Norms 	All		

		<ul style="list-style-type: none"> • Approval of Minutes • Shared Governance Report-Out 							
4:28p m - 4:30p m	2	<p align="center">Discuss what worked well about this meeting and what we would like to change next time</p> <table border="1"> <tr> <td align="center">Plus +</td> <td align="center">Delta Δ</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Started on time and remained on time </td> <td> <ul style="list-style-type: none"> • n/a </td> </tr> </table>				Plus +	Delta Δ	<ul style="list-style-type: none"> • Started on time and remained on time 	<ul style="list-style-type: none"> • n/a
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