

School-Based Planning Team

Date: 8/31/23

Time: 4:00pm - 5:00pm

Location: Francis Parker School No. 23/Microsoft Teams

Facilitator: Patricia

Timekeeper: Paula Bryant

Note taker: Ben Edwardsen

Norms Tracker: Jonathan Marsh

Members Present: Katie Yarlett-Fenti, Josh Dean, Greg Kunzer, Corynn English, Jen Rothfuss, Jamie Klotz, Sheila Howland, Ben Edwardsen, Jonathan Marsh, Jessa Perez, Patricia McKinney, Jen Thettu, Carla Roberts, Paula Bryant

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
4pm - 4:02pm	2	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 <ul style="list-style-type: none"> 2023-2024 school calendar Title1 funds 	Facilitator		
4:02pm - 4:04pm	2	Topic: Assign Times and Roles NOTES: <ul style="list-style-type: none"> Done 	Facilitator		
4:04pm - 4:06pm	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		
4:06pm - 4:14pm	2	Topic: PD Approval NOTES: <ul style="list-style-type: none"> Summer Institute PD APPROVED by SBPT 	Katie		

4:14pm - 4:24pm	10	Topic: Faculty/Committee Meetings Updates NOTES: <ul style="list-style-type: none"> • <u>Building Relationships</u> <ul style="list-style-type: none"> ○ N/A • <u>Student Equity and Engagement</u> <ul style="list-style-type: none"> ○ N/A • <u>Data Wise</u> <ul style="list-style-type: none"> ○ N/A • <u>Community Excellence</u> <ul style="list-style-type: none"> ○ N/A 	All						
4:24pm - 4:34pm	10	Topic: <u>School Improvement Plan</u> (SIP) NOTES: <ul style="list-style-type: none"> • N/A 	Katie/All						
4:34pm - 4:50pm	13	Topic: New Business NOTES: <ul style="list-style-type: none"> • New Staff: First Grade SPED teacher hired (one of our current RocUrban fellows, Miss Elk). Ms. Millet moved to K. New staff members will join staff as first grade gen. Ed. teacher. Tammy Williams-Hahn joined the staff as a Pre-K teacher. • New Staff Assignments- Mrs. Rothfuss will become school librarian and media specialist. Mr. Dean will become ICOT SPED teacher, Mrs. Skye-Moore will become Gen. Ed. teacher. Interviews took place, and a new staff member has been brought on board to teach grade 4. • Ms. Patricia talked about the 2023-2024 school calendar of events. There were meetings with PTA and school base families to talk about the use of title1 for family engagement. School base parents and PTA parents agreed using the funds to purchase light refreshments for "A piece of Africa" night, "Heritage peace dinner", "Project based learning showcase" and PTA meetings and back to school bash for the 2024-2025 school year 	All						
4:50pm - 4:55pm	1	Topic: Agenda for Next Meeting NOTES: Next meeting 9/20/23 <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						
4:55pm - 5:00pm	1	Discuss what worked well about this meeting and what we would like to change next time <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; color: blue; font-weight: bold;">Plus +</td> <td style="text-align: center; color: blue; font-weight: bold;">Delta Δ</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Ended early </td> <td> <ul style="list-style-type: none"> • n/a </td> </tr> </table>				Plus +	Delta Δ	<ul style="list-style-type: none"> • Ended early 	<ul style="list-style-type: none"> • n/a
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