

School-Based Planning Team

Date: 01/03/2024 (Rescheduled from 12/03/2023)

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23/Microsoft Teams

Facilitator: Sheila

Time keeper: Jamie

Note taker: Meghan

Norms Tracker: Patricia

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	Mi ns.	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"> • Review Passamonte’s PD Request Form • All signatures must be in writing, and not electronic. 	Katie		

	<ul style="list-style-type: none"> • Signatures needed for Passamonte’s Collegial Learning Circle: Teaching Black Boys in the Elementary Grades, by Alfred W. Tatum. • Need SBPT to review and sign (not electronically) for submission to the OD Committee. <div data-bbox="581 289 797 583" data-label="Image"> </div> <ul style="list-style-type: none"> • We discussed the value of the PD, how it will be organized • 10 members approved 		
<p>3:47 - 4:13</p>	<p>Topic: Faculty/Committee Meetings Updates</p> <p>NOTES:</p> <ul style="list-style-type: none"> • <u>Building Relationships</u> <ul style="list-style-type: none"> ○ In beginning of planning for Piece of Africa event ○ We are doing something different; we are doing a “Night at the Museum” merging the Piece of Africa with the PBL showcase ○ The goal is for families to come to see our culturally responsive learning rather than exclusively feast ○ Families will receive a passport with map, gaining stamps throughout the night and participate in activities related to the PBL learning and Piece of Africa topic • <u>Student Equity & Engagement</u> <ul style="list-style-type: none"> ○ Student Council, meets on Jan. 4 & will be using the Data Wise agenda for the meetings. ○ Student council will be creating and sharing book recommendations from our culturally responsive libraries over the announcements to the school ○ Safety patrol is getting t-shirts, we discussed the design making sure they were professional & representative of our school ○ Safety Patrol (5th and 6th) will also be having a meeting and a pizza party on Jan 4. ○ PBL Showcase: <ul style="list-style-type: none"> ▪ Date is Feb 15th 5-6:30 pm ▪ “A night at the Museum Black History PBL Showcase” ▪ Interactive activities ▪ Refreshments ▪ Each grade level will have their PBL 	<p>All</p>	

		<ul style="list-style-type: none"> ▪ Jen is starting a Research project with all students in the building, turning building into museum for the night ▪ Families will go everywhere in the building, getting “stamps at location in their passport”, ▪ PBL will be in classrooms, and there will be an activity set up in the hallway or gymnasium for families to engage with to QR code for check-in was great, want to use again ▪ Family engagement: we need a robo call prior to event, put flier up on facebook page ▪ Maybe students can get all passport stamps to be eligible for food ▪ Possible creation of a community Kente cloth string where everyone will have an opportunity to tie a swatch of Kente cloth to a string or something to display in our school <ul style="list-style-type: none"> • <u>Data Wise</u> <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. • <u>Community Excellence</u> <ul style="list-style-type: none"> ○ Make up lion’s Den from december will be held this friday (2 will be held in January) ○ Attendance pizza parties are going well ○ The assembly is going well this year, there is structure and predictability that is comforting 			
4:13 - 4:15		<p>Topic: New Business</p> <p>NOTES:</p> <ul style="list-style-type: none"> • NYS ELA and Math Scores • According to the data, we are significantly improving (yay!) • We reviewed the data from the district’s presentation. • Discussed how student opt outs effect school standing, possibly something to share with PTA and families. 	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		sch
		Discuss what worked well about this meeting and what we would like to change next time			

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		<ul style="list-style-type: none">• Ended early• Hearing about School 23's fantastic test scores• The upcoming PBL Showcase & Piece of Africa school events (February)• Sheila was a fantastic facilitator	<ul style="list-style-type: none">•