

School-Based Planning Team

Date: 04/10/2024 (Rescheduled from 03/20/2024)

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23/Microsoft Teams

Facilitator: Sheila

Time keeper: Megan

Note taker: Jen

Norms Tracker: Danielle

Members Present: Katie Yarlett-Fenti, Jen Rothfuss, ~~Jamie Klotz~~, Danielle Carlson, Sheila Howland, Megan O'Hara, Ben Edwardsen, Jonathan Marsh, ~~Patricia McKinney~~, Carla Roberts, ~~Paula Bryant~~, Lavonne Richards (guest)

Schedule [60 min]

| Time | Mins. | Action/Activity | Person Responsible | Target Dates | Status |
|------|-------|--|--------------------|--------------|--------|
| 3:30 | | 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 | | |
| 3:32 | | Topic: Assign Times and Roles NOTES: <ul style="list-style-type: none"> • Done | Facilitator | | |
| 3:34 | | 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 | | |

| | | | | |
|------|---|-------|--|--|
| 3:46 | <p>Topic: PD Approval</p> <p>NOTES:</p> <ul style="list-style-type: none"> • N/A | Katie | | |
| 3:47 | <p>Topic: Faculty/Committee Meetings Updates</p> <p>NOTES:</p> <p><u>Building Relationships</u></p> <ul style="list-style-type: none"> • Two members are currently doing most of the work. • Need to rethink Shared Governance Teams and the workload. • House Day will be on the Half Day in May. Longer activities than 20 minutes per group • Will consider House Days on Half Days next year. <p><u>Student Equity & Engagement</u></p> <ul style="list-style-type: none"> • The Piece of Africa event was well received and encouraged families to visit the entire school rather than just their child's classroom. • Student Council with Ms. Clayton: She is doing an amazing job and the students are actively engaged. Is there a way to provide more support as she is a classroom teacher? <p><u>Data Wise</u></p> <ul style="list-style-type: none"> • Will be supporting SBPT as they work on the 2024-2025 SIP. • Discussion Protocols: Admin will be doing walkthroughs to check for evidence of Discussion Protocol Posters, Sentence Starters, and student engagement in Discussion Protocols. <ul style="list-style-type: none"> ○ Still noticing a lot of "Turn & Talk" feedback to teacher will ask how other protocols are woven into instruction ○ Would be nice to see a continuum of protocols throughout the grade-levels in order to figure out what is working, what to build on, what to introduce, etc... • Next Focus Area(s): NYS Assessments at Grades 3-6 <ul style="list-style-type: none"> ○ Grades 3,4, and 6 are currently paper-based, 5th is computer-based ○ Next year all will be on the computer <p><u>Community Excellence</u></p> <ul style="list-style-type: none"> • Book Vending Machine: 628 books have been given away via the book vending machine • Sunshine: <ul style="list-style-type: none"> ○ Jamie is running Sunshine with Laura, Stacia ○ Raising donations to \$25 due to inflation • King's Crew/Best Behavior/Improved Attendance | All | | |

| | | | | | |
|--|--|--|--|--|--|
| | | <ul style="list-style-type: none"> ○ Kim and Jen send out emails, collect names, and make certificates monthly. ● Bulletin Board/Photos: <ul style="list-style-type: none"> ○ Jinks takes pictures at each Lion’s Den and makes bulletin board ● Attendance Tracker/Announcer: <ul style="list-style-type: none"> ○ Greg tracks attendance, announces it at the lion’s den, contacts Katie/grades levels about the pizza party. ● Art slideshows: <ul style="list-style-type: none"> ○ Corynn collects pictures and makes a presentation to feature the work of our students throughout the year. ● PAWS: <ul style="list-style-type: none"> ○ Robin and Megan run the PAWS shoutouts weekly. ● EOY Celebrations/Book clubs: <ul style="list-style-type: none"> ○ Caroline and Greg plan monthly staff “book clubs” and mid-year/EOY celebrations. ○ Caroline and Greg will work in staff t-shirts for celebration ● Lion’s Den Preparations/Facilitation <ul style="list-style-type: none"> ○ Jessa emails teachers, collects all information for slideshows, contacts all other participants (including student council, building relationships for House activities) and admin, and runs Lion’s Den agenda. <ul style="list-style-type: none"> ▪ Jessa prepares student council members for the Lion’s Den. ▪ Josh contacts office to relay reminders such as no pledges on the day of the den, to call students down/ new grade order ▪ Corynn helps facilitate the den (including art presentation) ▪ Ashley- prepares the drummers and finds students to lead the birthday song ▪ Greg, Jinks, Kim and Jen assist - please see other categories. ● Team Facilitators <ul style="list-style-type: none"> ○ Jessa facilitates, add notes to minutes and checks in with admin for approval ○ Corynn co-facilitates and fills in for Jessa when necessary. ● **Thoughts to consider for the 2024-2025 school year with regards to Shared-Governance teams Organization? Capping numbers? Listing all the things that need to get done and... | | | |
|--|--|--|--|--|--|

| 4:07 | <p>Topic: 2024-2025 SIP</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Review SIP Creation Process Slide Deck <ul style="list-style-type: none"> ○ Mrs. Yarlett reviewed the process for developing the SIP. We are in Phase 4. ○ We have been working on what we know works for kids and that has been the backbone of our success. ○ Surveys need to be given to all stakeholders to assess if our practices are effective for <u>all</u>. ○ We will have 4 commitment areas: literacy, math, foundational skills, and academic culture ○ Level 3 Data: we need to be more intentional with this piece, are students taking ownership ○ SIP Team will take in all the information, analyze, and draft the SIP for the 24-25 school year ○ Much of the work will be done during April and May with a final plan available in June. • Review SIP Checklist • SIP Leadership Team: Yarlett-Fenti, Burton, Swick, McInerney (2 more members can join - ASAR or RTA) | | | | | | | |
|--|--|-----|--|-----|---------------|----------------|--|---|
| 4:25 | <p>Topic: New Business</p> <p>NOTES:</p> <ul style="list-style-type: none"> • None at this time | All | | | | | | |
| 4:28 | <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) • SIP Updates • New Business (Standing) | All | | sch | | | | |
| 4:29 | <p>Discuss what worked well about this meeting and what we would like to change next time</p> <table border="1" data-bbox="315 1524 1511 1738"> <thead> <tr> <th data-bbox="315 1524 1024 1604" style="text-align: center;">Plus +</th> <th data-bbox="1024 1524 1511 1604" style="text-align: center;">Delta Δ</th> </tr> </thead> <tbody> <tr> <td data-bbox="315 1604 1024 1738"> <ul style="list-style-type: none"> • Ahead of schedule • Mr. Richards joined in • Good discussion on difficult topics </td> <td data-bbox="1024 1604 1511 1738"> <ul style="list-style-type: none"> • Starting on-time ☺☺ </td> </tr> </tbody> </table> | | | | Plus + | Delta Δ | <ul style="list-style-type: none"> • Ahead of schedule • Mr. Richards joined in • Good discussion on difficult topics | <ul style="list-style-type: none"> • Starting on-time ☺☺ |
| Plus + | Delta Δ | | | | | | | |
| <ul style="list-style-type: none"> • Ahead of schedule • Mr. Richards joined in • Good discussion on difficult topics | <ul style="list-style-type: none"> • Starting on-time ☺☺ | | | | | | | |