

## School-Based Planning Team

**Date:** 02/26/2025

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

**Location:** Francis Parker School No. 23/Microsoft Teams

**Facilitator:** Katie

**Time keeper:** Goldberg

**Note taker:** Megan

**Norms Tracker:** Walter

**Members Present:** Katie Yarlett-Fenti, ~~Cherit Passamonte~~, Megan O'Hara, Danielle King, Katherine Clark-Walter, Kristin Waxmonsky, Robin Goldberg, Gabby Lahoda, ~~Norman Farrington~~, Patricia McKinney, ~~Carla Roberts~~

**Guests:**

### Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:35	1	<b>Review objectives for today/Agenda</b> Standing Items: <ul style="list-style-type: none"> <li>Welcome New Members</li> <li>Assign Times &amp; Roles (Standing)</li> <li>Review Norms (Standing)</li> <li>PD Approval (Standing)</li> <li>Events Committees</li> <li>School Improvement Plan</li> <li>New Business</li> </ul>	Facilitator		
3:36	1	<b>Topic: Assign Times and Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Done</li> </ul>	Facilitator		
3:37	1	<b>Topic: <a href="#">Review Norms</a></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> <li>Expect discomfort in the service of learning</li> </ul>	Norms Tracker		
3:37	0	<b>Topic: PD Approval</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>none</li> </ul>	Katie		
3:39	2	<b>Topic: Events Committees</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Events:</li> </ul>	All		

		<ul style="list-style-type: none"> <li>○ Piece of Africa- this was an incredible event and the event committee really stepped up. The event was a huge success, thank you to everyone involved!</li> <li>○ PTA meeting - very successful meeting, discussed SIP, areas of success and areas where we are focusing on</li> </ul>				
3:41	15	<p><b>Topic: Winter Benchmark Assessments</b></p> <ul style="list-style-type: none"> <li>• iReady: We are seeing incredible growth in all grade levels. No grade levels are in “low performance, low growth”, which is amazing!</li> <li>• We are closing gaps; our students are growing a year and a half plus, between the beginning of the year and winter (mid year). We have never had this data before, it is incredible!</li> <li>• ELA: Huge shoutout to 2nd 6th, and K for achieving high performance, high growth!</li> <li>• Math: We also saw incredible growth, especially compared to last year.</li> <li>• We are attributing this great success to our SIP (writing focus), iMake it Math trainings and intervention times.</li> </ul>	All			
4:06	14	<p><b>Topic: School Improvement Plan</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• <b>Academic Culture:</b></li> <li>• Perfect Attendance: 31 Students (-5)</li> <li>• Excellent Attendance: 49 Students (-3)</li> <li>• Satisfactory Attendance: 127 Students (-7)</li> <li>• At Risk Attendance: 77 Students (+3)</li> <li>• Chronic Absenteeism: 75 Students (+4)</li> <li>• Severe Chronic Absenteeism: 43 Students</li> </ul> <p>Grade Level ADA: 90.00%</p> <ul style="list-style-type: none"> <li>• Preschool: 82.24%</li> <li>• Kindergarten: 81.18%</li> <li>• 1st Grade: 84.28%</li> <li>• 2nd Grade: 95.02%</li> <li>• 3rd Grade: 90.00%</li> <li>• 4th Grade: 93.10%</li> <li>• 5th Grade: 90.00%</li> <li>• 6th Grade: 86.20%</li> <li>• <b>SEL Team:</b> will be pushing into lunch periods to focus on strategies that will help them deal with difficult situations and</li> </ul>	All			

		being safe. Also trying to work with students and families on the impact social media and student activity on electronic devices at home is having on disciplinary issues.								
4:20	8	<b>SIP Tracker and Process</b> <ul style="list-style-type: none"><li>Students love being a writer, they are really enjoying the conferencing with peers and the mentor texts</li><li>In ELA we are focusing on conferencing and sharing writing in the upper grades, and fluency in the primary grades, which all teachers are implementing</li><li>In Math we are focusing on student ownership of their learning, which all teachers are implementing</li><li>As for academic culture we are working on building relationships through morning meetings &amp; check ins, circle practices, and our center for youth point person.</li></ul>								
4:27	1	<b>Topic: New Business</b> <b>NOTES:</b> <ul style="list-style-type: none"><li>Reviewed Mid-Year iReady Data</li></ul>	All							
4:28	1	<b>Topic: Agenda for Next Meeting Dec 18th @ 3:30</b> <b>NOTES: Next meeting</b> <ul style="list-style-type: none"><li>Assign Times &amp; Roles (Standing)</li><li>Review Norms (Standing)</li><li>Approval of Minutes (Standing)</li><li>PD Approval (Standing)</li><li>Committee Meeting Updates (Standing)</li><li>SIP Updates</li><li>New Business (Standing):</li></ul>	All							
4:29	1	<b>Discuss what worked well about this meeting and what we would like to change next time</b> <table><tr><th>Plus +</th><th>Delta Δ</th></tr><tr><td><ul style="list-style-type: none"><li>Very focused</li><li>Solution-Oriented</li><li>Flexible</li><li>All voices were heard</li><li>Collegial</li><li>Insightful questions</li><li>Ending on time</li></ul></td><td><ul style="list-style-type: none"><li>Didn't start on time (Katie)</li><li></li></ul></td></tr></table>					Plus +	Delta Δ	<ul style="list-style-type: none"><li>Very focused</li><li>Solution-Oriented</li><li>Flexible</li><li>All voices were heard</li><li>Collegial</li><li>Insightful questions</li><li>Ending on time</li></ul>	<ul style="list-style-type: none"><li>Didn't start on time (Katie)</li><li></li></ul>
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