

## School-Based Planning Team

**Date:** May 17, 2023

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

**Location:** Francis Parker School No. 23

**Facilitator:** Greg

**Time keeper:** Mr. Marsh

**Note taker:** Jen T.

**Norms Tracker:** Corynn

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

### Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30pm - 3:32pm	2	<b>Review objectives for today/Agenda</b> Standing Items: <ul style="list-style-type: none"> <li>Assign Times &amp; Roles (Standing)</li> <li>Review Norms (Standing)</li> <li>PD Approval (Standing)</li> <li>Faculty/Committee Meeting Updates</li> <li>School Improvement Plan               <ul style="list-style-type: none"> <li>Equity Self-Reflection</li> <li>Student Interviews</li> <li>Surveys</li> </ul> </li> <li>New Business               <ul style="list-style-type: none"> <li>Events Calendar</li> </ul> </li> </ul>	Facilitator		
3:32pm - 3:34pm	2	<b>Topic: Assign Times and Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Done</li> </ul>	Facilitator		
3:34pm - 3:36pm	2	<b>Topic: <u>Review Norms</u></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		
3:36pm - 3:42pm	2	<b>Topic: PD Approval</b>	All		

		<b>NOTES:</b> <ul style="list-style-type: none"> <li>No PD requests have come through</li> </ul>			
3:55pm - 4:05pm	10	<b>Topic: Faculty/Committee Meetings Updates</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li><b><u>Building Relationships</u></b> <ul style="list-style-type: none"> <li>Our final house day and our celebration for the winning house will be on the last day of school. We are planning activities to celebrate with students. This will be house day/field day combined.</li> </ul> </li> <li><b><u>Student Equity and Engagement</u></b> <ul style="list-style-type: none"> <li>PBL Showcase June 13th. Most classes have launched</li> <li>Safety Patrol rocking //Rolling</li> <li>Standard Bearers - Awesome Daily Flag raising &amp; bringing down</li> <li>Student council assisting with Lion's Den</li> </ul> </li> <li><b><u>Data Wise</u></b> <ul style="list-style-type: none"> <li>Meeting held on 4/26/23 with Koru Coach to review and create the SIP Academic Culture Action Plan.</li> <li>Drafting 2023-2024 SIP</li> <li>Upcoming Workshop for SIP creation on 5/20/23.</li> </ul> </li> <li><b><u>Community Excellence</u></b> <ul style="list-style-type: none"> <li>Spiritwear has been distributed. Thank you Corynn for designing and organizing this! Staff photo will be taken with shirt</li> <li>Lion's Den for end of May in progress. Attendance awards, King's crew winners will be announced</li> <li>Student council will lead</li> <li>Bulletin board with king's crew is updated</li> <li>Jamie Klotz is working with Sunshine committee to prepare for retirements and send gifts for celebrations and condolences</li> </ul> </li> </ul>	All		
3:47pm - 4:10pm	10	<b>Topic: School Improvement Plan</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li><b><u>Equity Self-Reflection</u></b> <ul style="list-style-type: none"> <li>How are we doing with the culturally responsive framework &amp; environment?</li> <li>Review SBPT results. Used results to gather ideas for SIP.</li> <li>After reviewing survey we decided to focus on assessing the school climate three times per year, implementing anti-racist curriculum at grades 4-6, establishing an inclusive space, embedding opportunities for anti-racism, inclusion, power and privilege curriculum units to develop independent thinkers, integrating current events, encouraging students to be exposed to multiple languages, creating</li> </ul> </li> </ul>	Katie/All		

		<p>professional learning communities, and providing training for staff in equity, inclusion, and diversity.</p> <ul style="list-style-type: none"><li>○ Team will fill out chosen priorities to improve upon on survey</li><li>• <a href="#">Student Interviews (Grades 3-6)</a><ul style="list-style-type: none"><li>○ <a href="#">3rd Grade Responses</a></li><li>○ <a href="#">4th Grade Responses</a></li><li>○ <a href="#">5th Grade Responses</a></li><li>○ 6th Grade Responses (coming soon)</li></ul></li><li>• <a href="#">Student Survey</a> (School Climate Survey)<ul style="list-style-type: none"><li>○ Optional again, but information gained is quality.</li></ul></li><li>• <a href="#">Parent Survey</a> (School Climate Survey)</li><li>• <a href="#">Staff Survey</a> (School Climate Survey)</li><li>• <a href="#">SIP Exemplar</a></li></ul>							
4:10pm - 4:28pm	13	<p><b>Topic: New Business</b> <b>(Moved to 5/31/23 Meeting)</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"><li>• <a href="#">Events Calendar Review</a></li><li>• <a href="#">Book Vending Machine</a></li></ul>	All						
4:28pm - 4:29pm	1	<p><b>Topic: Agenda for Next Meeting</b></p> <p><b>NOTES: Next Mtg. May 31st @ 3:30pm</b></p> <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>• Faculty/Committee Meeting Updates (Standing)</li><li>• SIP Review - Data Wise Team Updates</li><li>• SIP Review - Student Interview Data</li><li>• <b>Events Calendar Review</b></li><li>• <b>Book Vending Machine</b></li><li>• New Business (Standing)</li></ul>	All						
4:29pm - 4:30pm	1	<p><b>Discuss what worked well about this meeting and what we would like to change next time</b></p> <table><tr><th><b>Plus +</b></th><th><b>Delta Δ</b></th></tr><tr><td><ul style="list-style-type: none"><li>• Narrowed down our equity focus</li><li>• All voices were heard</li></ul></td><td><ul style="list-style-type: none"><li>• We did not finish our agenda and stick to our time limits.</li></ul></td></tr></table>				<b>Plus +</b>	<b>Delta Δ</b>	<ul style="list-style-type: none"><li>• Narrowed down our equity focus</li><li>• All voices were heard</li></ul>	<ul style="list-style-type: none"><li>• We did not finish our agenda and stick to our time limits.</li></ul>
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