

Date: June 3, 2020

Location: Francis Parker School No. 23

Facilitator: K. Yarlett

Time keeper: A. Burton

Note taker: J. Swick

Next steps tracker: C. Roberts

Norms Tracker: K. Buonomo

Members Present: Katie Yarlett-Fenti, Kim Buonomo, Aprille Burton, Carla Roberts, Joanne Swick, Juliet Sullivan, Jenn Rothfuss, Patricia McKinney, Lisa Clayton, Ms. Kirton

Schedule [90 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:15 pm - 4:15 pm	90 min 2	Review objectives for today/Agenda <ul style="list-style-type: none">• Review Norms (Standing)• Approval of Minutes (Standing)• SCEP Plan Drafting<ul style="list-style-type: none">◦ View Summary Chart◦ Determination of specific foci within ELA, Math, School Climate Survey◦ Chronic Absenteeism• Sub-Team Meeting Schedule• Agenda for next meeting (Standing)• Pluses/Deltas (Standing)	Katie		
	2	Approval of Minutes NOTES: <ul style="list-style-type: none">• N/A	All		
	1	Topic: Review Norms NOTES: <ul style="list-style-type: none">• Done	Carla		
	40	Topic: SCEP Plan Drafting: Summary Chart NOTES: <ol style="list-style-type: none">1. Katie shared Revised SCEP Focus- Evidence-Based Strategy: Instructional Coaching (supported through PLCs)<ul style="list-style-type: none">◦ Workshop Model for ELA/Math◦ Culturally Responsive Pedagogy and Strategies that can be employed◦ School Climate (Building Relationships)- Team would like to try to do Second Step school wide (instead of just 3-6) as our social/emotional curriculum; and use restorative circles as an approach to responding to conflict resolution; it was suggested that we do a Restorative Circle/Circle Forward section be added to our Weekly Home School Connection.	Katie		

		<ul style="list-style-type: none">○ 6th grade will still focus on the workshop model and culturally responsive pedagogy○ 4-8 week coaching cycles○ Building Learning Lab classrooms							
	40	Topic: SCEP Plan Drafting <ul style="list-style-type: none">• Determination of Specific Foci in each SCEP Area NOTES: <ul style="list-style-type: none">•	All						
		Topic: Sub-Team Meeting Schedule to Create Action Steps NOTES: <ul style="list-style-type: none">• Each sub-team will create their own calendar to meet in the coming week	All						
	2	Topic: Agenda for Next Meeting NOTES: <ul style="list-style-type: none">• Review Norms (Standing)• Approval of Minutes (Standing)• SCEP Plan Review and Drafting (Standing)<ul style="list-style-type: none">○ Review of Sub-Team action steps○ Approval or Revision of all action steps• Agenda for next meeting (Standing)• Pluses/Deltas (Standing)	All						
	3	Discuss what worked well about this meeting and what we would like to change next time <table><tr><th>Plus +:</th><th>Delta Δ:</th></tr><tr><td><ul style="list-style-type: none">•</td><td><ul style="list-style-type: none">•</td></tr></table>				Plus +:	Delta Δ:	<ul style="list-style-type: none">•	<ul style="list-style-type: none">•
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