

School-Based Planning Team

Date: 10/21/2024

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23/Microsoft Teams

Facilitator: Passamonte

Timekeeper: O'Hara

Note taker: Goldberg

Norms Tracker: Lahoda

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

Guests:

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:37	1	Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none"> Welcome New Members Assign Times & Roles (Standing) Review Norms (Standing) PD Approval (Standing) Events Committees Being a Writer Visit School Improvement Plan New Business 	Facilitator		
3:38	1	Topic: Assign Times and Roles NOTES: <ul style="list-style-type: none"> Done 	Facilitator		
3:39	1	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	5	Topic: PD Approval NOTES: <ul style="list-style-type: none"> Being a Writer PD: Staff participated in BAW Professional Development over the summer. 6hrs. Were paid, the remainder (12 hours) have been put in for professional development. Katie sent in a proposal, waiting to hear back. 	Katie		

		<ul style="list-style-type: none"> Going forward, teachers/staff will get CTLE credit because they are happening during the school day. 			
3:45	5	<p>Topic: Events Committees</p> <p>NOTES:</p> <ul style="list-style-type: none"> https://docs.google.com/document/d/1CwtHRI8uXj5CIJbqMuGR5zdQMtZR1tLC/edit In the past we had 4 shared governance teams. We decided to split it up by events this year. The reason being is that some committees were overloaded with work. This is more equitable. Character Parade 10/31. Flyers are ready to go. Lion's Den is held quarterly now, as is House Day. (1 per quarter) House Day this Friday, 10/25. Megan is working on creating lanyards for every student. Students will spend the day in their House Families. Hoping that teachers buy into it in order to make it more successful. Lunch brought from home can be brought at 8am when students break into families. School lunch served around 9:40am to ensure time to get back to their classrooms before dismissal. House Day Folder: https://drive.google.com/drive/folders/1cpqb9SbzYTubQ8vYjcJnDSUi7ly7NIF4 Teachers will take attendance on PowerSchool like they always do in the morning. Attendance will also be taken when students arrive in Houses. Attendance roster will help secretaries to know where to send late students. <p>This is our SEL Day and it follows along with our SIP.</p> <ul style="list-style-type: none"> Submit a request to Building Committee if you want to continue King's Crew (Student of the Month). 	All		
3:50	10	<p>Topic: Being a Writer Visit</p> <ul style="list-style-type: none"> https://www.collaborativeclassroom.org/programs/being-a-writer/ We recognized that writing is a big need in our school. We didn't have a solid writing program so we adopted "Being a Writer" writing curriculum (45 minutes/day). My View did not meet the needs of our students in the area of writing. Being a Writer is more of a Workshop Model which is what our teachers believe in. Students will focus on different genres and follow the entire writing process in making their final pieces. Piloted program by School 4, 34 and 23. In doing so, regular visits by the Being a Writer group to check-in on how we're implementing the program. 10/22 1st visit, 12/5 follow-up meeting 	All		
4:00	15	<p>Topic: School Improvement Plan</p> <p>NOTES:</p> <ul style="list-style-type: none"> https://drive.google.com/drive/folders/1oFaD8ru5_smZrBk7FOXlYi-xzogaUSxF Done yearly SIP drives all of our decision making for the year and SBPT monitors and adjusts the plan as necessary. (It's a living, breathing document.) 	All		

		<ul style="list-style-type: none">In WRITING we're hoping to see an increase in writing/reading. All materials have been distributed. Writing focus during academic meetings once per month. Teachers will bring above, on and below samples. 1-2 pieces published per month. Bulletin boards highlight writing throughout the school.Interest surveys, SEL, PLCs							
4:15	5	Topic: New Business NOTES: . <ul style="list-style-type: none">N/A	All						
4:20	5	Topic: Agenda for Next Meeting Oct 16th @ 3:30 NOTES: Next meeting <ul style="list-style-type: none">Assign Times & Roles (Standing)Review Norms (Standing)Approval of Minutes (Standing)PD Approval (Standing)Committee Meeting Updates (Standing)SIP UpdatesNew Business (Standing):<ul style="list-style-type: none">	All						
4:25	5	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">All voices heardStuck to the time break downAll members were present</td><td><ul style="list-style-type: none">Started lateLow attendanceLow parent attendance</td></tr></table>			Plus +	Delta Δ	<ul style="list-style-type: none">All voices heardStuck to the time break downAll members were present	<ul style="list-style-type: none">Started lateLow attendanceLow parent attendance	
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