

## School-Based Planning Team

**Date:** December 21, 2022

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

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

**Facilitator:** Greg

**Time keeper:** Sheila

**Note taker:** Jen T.

**Norms Tracker:** Jessa

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

### 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</li> <li>Review Norms</li> <li>PD Approval</li> <li>Walkthrough Focus/SIP Connection</li> <li>Assessment Administration</li> <li>Data Wise/Koru Training</li> <li>Faculty/Committee Meetings Updates</li> <li>New Business</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> </ul>	Norms Tracker		

		<ul style="list-style-type: none"> <li>Expect discomfort in the service of learning</li> </ul>			
3:36pm - 3:37pm	1	<b>Topic: PD Approval</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>No submissions.</li> <li>Upcoming: PBL Workshop Training <b>5th grade team will collaborate with School 12 to create a water themed PBL</b></li> <li>Upcoming: Anti-Racist Curriculum Training <b>5th grade team was trained and will begin delivering the 4th grade curriculum in January. A letter was created by the social studies department to inform families about the content of the curriculum. Feedback from families has been positive.</b></li> </ul>	All		
3:37pm - 3:44pm	10	<b>Topic: Walkthrough Focus/SIP Connection</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Newsletter includes information about walkthrough focus: Domain 3</li> <li>Data: <ul style="list-style-type: none"> <li>17/18 classrooms visited had Learning Targets posted (up from 13).</li> <li>16/18 classrooms visited had Discussion Protocol and Sentence Stem Charts posted (up from 14).</li> <li>11/18 classrooms visited engaged students in their selected discussion protocol (up from 9).</li> <li>18/18 classrooms visited were using grade level texts and work from the District's curriculum.</li> </ul> </li> </ul>	Katie		
3:44pm - 3:47pm	5	<b>Topic: Assessment Administration (Winter - January)</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>iReady Diagnostic</li> <li>Common Formative Assessments</li> <li>AIMSweb Math Fluency</li> <li>Fountas and Pinnell (ELA)</li> <li>Profile Sheets</li> </ul>	Katie		

3:47pm - 4:15pm	20	<b>Topic: Data Wise/Koru Strategy Training</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Using data to make action plans. Pulling students into differentiated math groups based on need will be the focus.</li> <li>After break teachers will begin visiting each other to gather ideas about how to set up small group instruction</li> </ul>	Katie and Team Members		
4:15pm - 4:27pm	15	<b>Topic: Faculty/Committee Meetings Updates</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Building Relationships <ul style="list-style-type: none"> <li>First house day after Lion's Den. Each house team game down and played games and danced. Chants were created by each group. Mentorships were formed between older and younger students. All students have been sorted into houses.</li> </ul> </li> <li>Community Excellence <ul style="list-style-type: none"> <li>Lion's Den takes place each month. Next Lion's Den is this coming Friday. King's Crew winners are announced from each class each month. Attendance awards are given. PAWS awards continue. Sunshine committee continues and holiday party planned.</li> </ul> </li> <li>Student Equity and Engagement <ul style="list-style-type: none"> <li>PBL Showcase took place in person. Students were able to show parents grade level projects</li> </ul> </li> <li>Data Wise <ul style="list-style-type: none"> <li>See Data Wise/Koru Strategy Training above</li> <li>Next area of focus is Benchmark scores entered into Profile Sheets, analyzed, and action steps identified for students.</li> </ul> </li> </ul>	All		
4:27pm - 4:28pm	15	<b>Topic: New Business</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>n/a</li> </ul>	All		

4:28pm - 4:29pm	3	<b>Topic: Agenda for Next Meeting</b> <b>NOTES: Next Mtg. January 18th @ 3:30pm</b> <ul style="list-style-type: none"><li>• Assign Times &amp; Roles</li><li>• Review Norms</li><li>• Approval of Minutes</li></ul>	All						
4:29pm - 4:30pm	2	<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>• End early/ mindful of time</li><li>• Thoughtful questions posed and closure was experienced</li></ul></td><td><ul style="list-style-type: none"><li>• Need to reach out to members of the team who are not attending the meetings</li></ul></td></tr></table>				Plus +	Delta Δ	<ul style="list-style-type: none"><li>• End early/ mindful of time</li><li>• Thoughtful questions posed and closure was experienced</li></ul>	<ul style="list-style-type: none"><li>• Need to reach out to members of the team who are not attending the meetings</li></ul>
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