

## School-Based Planning Team

**Date:** April 28, 2021

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

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

**Facilitator:** Greg

**Time keeper:** Jessa

**Note taker:** Aprille

**Norms Tracker:** Caroline

**Members Present:** Katie Yarlett-Fenti, Carla Roberts, Patricia Taboada-Serrano, Jenn Rothfuss, ~~Patricia McKinney~~, Kevin White, Greg Kunzer, ~~Caroline Carello~~, Jaime Kamauf, Jessa Perez, ~~Aniquette Kirton~~

**Schedule** [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
2:00 pm - 2:03 pm	3	<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>Approval of Minutes</li> <li>SCEP Plan Creation</li> </ul> New Business: <ul style="list-style-type: none"> <li></li> </ul>	Katie		
2:03pm - 2:05pm	2	<b>Topic: Assign Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Done</li> </ul>	All		
2:05pm - 2:13pm	8	<b>Topic: SCEP Progress Monitoring</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>In the past, the state has given us guidelines that we have had to use</li> <li>This year we can choose our own priorities to use that will benefit our school (choose between 2-4)</li> <li>Still need to include "chronic absenteeism"; will need to choose 2 or 3 more priorities</li> <li>Need to look at several areas to narrow down our focus</li> <li>Have to take in account student perspective- select 15-25 students to interview (groups or individually)</li> <li>Reflections are due in May- use feedback to help form what our priorities are for SCEP next year</li> </ul>	Katie		
2:13pm - 2:48	35	<b>Topic: SCEP Development for 2021-2022</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Starting from equity and then building those components in</li> </ul>	All		

		<ul style="list-style-type: none"><li>EQUITY SELF-REFLECTION FOR IDENTIFIED SCHOOLS: Went through each category and rated them as emerging (beginning stage, pockets), integrating (starting to do things as a group), and sustaining (embedded into our culture) by each member voting.<ul style="list-style-type: none"><li>A Welcoming and Affirming Environment- happening in pockets</li><li>High Expectations and Rigorous Instruction-</li><li>Incorporate Curriculum and Instruction</li><li>Ongoing Professional Learning and Support</li></ul></li><li>“How this looks in our school” was recorded in the word document for each category (are we looking at it for the whole school or are we looking at it in pockets?)</li></ul>							
2:48pm - 2:58pm	10	<b>Topic: Agenda for Next Meeting</b> <b>NOTES: Next Mtg. April 21<sup>st</sup> @ 3:30pm</b> Standing Items: <ul style="list-style-type: none"><li>Continue with the Equity Self-Reflection for Identified Schools by choosing a section and continuing from there</li><li>Members will go into each category again and think about their responses</li></ul> New Business <ul style="list-style-type: none"><li>N/A</li></ul>	All						
2:58pm - 3:00pm	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>Ended on time</li><li>Worked well together!</li></ul></td><td><ul style="list-style-type: none"><li>Started late</li></ul></td></tr></table>				Plus +	Delta Δ	<ul style="list-style-type: none"><li>Ended on time</li><li>Worked well together!</li></ul>	<ul style="list-style-type: none"><li>Started late</li></ul>
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