

School-Based Planning Team

Date: May 19, 2021

Time: 2:00pm - 3:00pm

Location: Francis Parker School No. 23

Facilitator: Greg

Time keeper: Kim M.

Note taker: Greg

Norms Tracker: Aprille

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

Non-SBPT Members Present: Aprille Burton, Kim McInerney

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
2:00 pm - 2:03 pm	3	Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none">Assign Times & RolesReview NormsApproval of MinutesReview and Add to Equity Self-Reflection NotesStudent Interviews	Facilitator		
2:03pm - 2:05pm	2	Topic: Assign Roles NOTES: <ul style="list-style-type: none">Done	All		
2:05pm - 2:45pm	40	Student Interviews NOTES: <ul style="list-style-type: none">Katie sent out the letter for the SCEP team to approve and mailed it out to selected students' families. Click here for the letter.School secretaries will be following up with families Thursday and Friday to ensure we receive their decision before the weekend.Student Interview Agenda is completed w/questions here.			

		<ul style="list-style-type: none">○ CHECK THE QUESTIONS AND MAKE ANY ADJUSTMENTS● Jessa- 4th; Katie- 5th; Carla- 6th● Thursday and Friday Interviews: 5/27 and 5/28 by Zoom. Interviewers will create and send out the links for their groups.● Select Times for interviews:<ul style="list-style-type: none">○ 4th Grade: Friday the 28th (12:00 PM)○ 5th Grade: Tues 5/25 after 1:00.○ 6th Grade: Afternoon on Tuesday 5/25 (<i>Almayha Martinez will join via Zoom</i>)							
2:45pm - 2:58pm	13	Topic: Agenda for Next Meeting NOTES: Next Mtg. May 26th @ 2:00pm <ul style="list-style-type: none">● Assign Times & Roles● Review Norms● Approval of Minutes● Review and Add to Equity Self-Reflection Notes● Review Student Interviews	All						
2:58pm - 3:00pm	2	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">● Efficiency● Started on time</td><td><ul style="list-style-type: none">● Lack of attendance</td></tr></table>				Plus +	Delta Δ	<ul style="list-style-type: none">● Efficiency● Started on time	<ul style="list-style-type: none">● Lack of attendance
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