



John Walton Spencer School #16

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“Our School, Where Children and Learning Come First”

School Based Planning Team Minutes

Meeting Date: Wednesday, March 10, 2021

Meeting Time: 3:45

Place: Zoom

Members Present: Kerry Hall, Fourth Grade Teacher
Katy Frank, Fifth Grade Teacher
Michele Michel, ELA Instructional Support
Lisa Garrow, Principal
Jennifer Osborne, Intervention Teacher
Stacy Franzese, First Grade Teacher
Ellie Ellingham, Music Teacher
Lauren Gauvin, Fourth Grade Teacher
Lisa Oliver, Third Grade Teacher
Amy Schramm, RTA Rep/Art Teacher
Rob Burns, Community Site Coordinator
Lee Wingo, Assistant Principal

Members Absent: Ernestine Brown, Parent Liasion Altrenia Boykin, Parent
Cory Hunneyman, Parent Chavon Kilpatrick, Parent
Jamar Kilpatrick, Parent

Agenda Items:

- I. Members signed off on previous meeting's minutes
- II. RACE (ELA Model)
The RACE model was approved during the 2019-2020 school year. RACE is to be used when answering constructed response questions. It will be added to the guidance document for writing. Posters need to be ordered to be displayed in the classrooms.

- III. myView Workshop Model in Hybrid Setting
Within the district framework, we are to be doing the workshop model. During walkthroughs, admin is aware that the work period looks different on Hybrid instructional days.

- IV. Zearn Progress Monitoring
In order to progress monitor for Zearn, you have to create your own probes. You are able to use the old AimsWeb probes. Probes must match the targeted skill which should align to the goal on the IDL.

- V. Writing Guidance Document:
The document shows what we can use from myView as well as other resources for the 20-21 school year. Skills reinforcement will be added to the document for K-3. This will be shared with staff.

- VI. Emergency Sub Plans
 - a. Plans should be posted in the emergency sub plan working folder but ALSO a physical copy of the plans should be placed in your substitute folder on your desk.
 - b. The 4 point people (M. Michel, P. Kuek, L. Wingo, R. Burns) will need to be added to Seesaw to launch the assignments to the students. Google Classroom emergency assignments do NOT need to be launched.
 - c. Zoom links should be sent to your point person, and ensure all are added as alternative host Kuek, S. Michel, Wingo, Osborne, Garrow, Burns, M. Michel, C. Dix
 - d. Admin will let the point people know who is out for emergency absence.
 - e. The actual plan will be attached with the minutes

- VII. New Business
 - a. Can K-2 teacher print off their quick cards to attach to their emergency sub plans?
Yes, teacher need to print off their quick cards for students to access technology. The quick cards need to be stapled to the student emergency sub folders.
 - b. Wednesday Substitute Plans: If a teacher is out, Ms. Mary will take attendance. Absent teacher must cancel office hours
 - c. Behavior System Tiered Support: It states buddy system, we are currently not using the buddy system for any behaviors.

Next Meeting: Wednesday, April 14, 2021

Agenda: NYS Testing (ELA, Math, Science)

Addendum:

Emergency Substitute Plans Instructional Leadership Team's Recommendations:

See the process in google folder for what constitutes an “emergency” absence.

<https://drive.google.com/drive/folders/1GYu4wVI-5TJcucNydQy-yreS3IsMWtSG>

~Plans should be activities that both hybrid and remote students can complete.

~Plans should include a zoom link for the class, for your specials, your schedule, class lists, special student alerts, transportation (bus numbers) etc.

~If using google classroom and seesaw - identify directions for the task you are asking students to complete.

~Be sure that you have added your point person to your learning platform, the point person will be responsible for launching the Emergency collection in Seesaw. Google Classroom Emergency topics do not need to be launched.

~If you are assigning a task for remote students, the hybrid students should have access to the same task (possibly would need hard copies, paper to respond to questions, responses etc).

~Plans should be posted on your technology platform but ALSO a physical hard copy of the plans should be placed in your substitute folder on your desk.

~Be sure plans are general, remember our substitutes may NOT be tech savvy.

~Directions need to be clear and concise (use of white board, plain paper etc.).

~Identify if specials are in the room or if you're picking up and dropping off students to specials.

~Zoom link should be sent to your point person, and ensure all are added as alternative host Kuek, S. Michel, Wingo, Osborne, Garrow, Burns, M. Michel, C. Dix and B. Pritchard.

~Your plan should be posted in the emergency sub working folder

<https://drive.google.com/drive/folders/1hhSMXQR7T7kCesseO5PrLGwxXBJJJy6H>

~We will have some examples to share with staff.

~For intervention class, your students should go on Successmaker (unless Ms. Osborne picks them up or they receive intervention from an adult in the class or the building).

~Format of the plan should be simple but of your choice (a PPT with the directions and links can be used).

~It is important to read both substitute processes in the google folder.

~Emergency plans should be three days' worth.

~Replenish the plans after you use them.

~Use language in the plans to identify hybrid students, remote etc. in case it is on a Monday or Tuesday.