



John Walton Spencer School #16

321 Post Ave., Rochester, NY 14619

Phone: (585) 235-1272 Fax: (585) 935-7473

Email: 16info@rcsdk12.org

"Our School, Where Children and Learning Come First"

School Based Planning Team Minutes

Meeting Date: Thursday, August 27, 2020

Meeting Time: 3:30 pm

Place: Zoom

Members Present: Katy Frank, Fifth Grade Teacher
Stacy Franzese, First Grade Teacher
Lisa Oliver, Third Grade Teacher
Lauren Gauvin, Fourth Grade Teacher
Lisa Garrow, Principal
Kerry Hall, Fourth Grade Teacher
Michele Michel, Intervention Teacher
Jennifer Osborne, Intervention Teacher
Lee Wingo, Assistant Principal
Ellie Ellingham, Music Teacher
Rob Burns, Community Site Coordinator
Ernestine Brown, Parent Liaison

Members Absent: Cory Hunneyman, Parent
Michelle Allen, Parent
Dominique Anderson, Parent
Amy Schramm, RTA Rep./Art Teacher

Agenda Items:

I. Remote Learning

The Memorandum of Understanding is the extension of our contract that includes remote learning for the first ten weeks of school.

If you feel you have a need to teach from your classroom, please complete and return the survey Principal Garrow sent out.

All Superintendent's Conference Days have been moved to the beginning of the school year: September 8, 9, 10 and 11 in order to prepare teachers to teach remotely. September 8th and 9th will be district-based and September 10th and 11th will be building-based.

RTA has approved our sample schedule. Teachers will be provided with a daily remote learning schedule. Each day will begin with a social/emotional wellness meeting.

Administrators will notify teachers of walkthroughs at least 24 hours in advance. Walkthroughs will be no longer than 15 minutes each.

Principal Garrow and Instructional Support Teachers will come up with a plan for Intervention/MTSS groups. Plan will be rolled out on Superintendent's Day.

All schedules have been approved by SBPT members. We are currently reviewing special subject schedules.

We will revisit special subject class attendance in three weeks to see if any adjustments need to be made.

II. September 1st Staff Enter the Building

Staff will be allowed in the building during scheduled times. Teachers may come in and take home what they need for remote learning. Rob Burns to send out the schedule for staff arrival times.

Staff must complete the online health survey before entering the building.

Staff must use front door, have temperature checked and swipe badge before entering building.

If you find that you need something from the building at a later date, you will need to contact Principal Garrow.

III. Materials List

A materials list has been created to help teachers know what materials, manuals, books etc. they will need to teach remotely for the first ten weeks of school.

If you currently have a document camera that you would like to take home to use remotely, you will need to sign it out with Principal Garrow in the main office.

IV. MTSS Multi Tiered Systems of Support Team

Child Study Team will now be the Multi Tiered Systems of Support (MTSS) Team. Although the name is changing, policies and procedures will remain the same for the time being.

V. Learning Bags

Learning Bags are being created for all students in order to help them engage in remote learning. Depending on the grade level, bags will contain items such as pencils, crayons, scissors, glue sticks, journals etc.

VI. New Business

Schedules

We will go over schedules on Superintendent's Conference Days. September 8th and 9th will be district-based. September 10th and 11th will be building-based.

Emergency Sub Plans

Mrs. Gauvin reviewed a draft form of the emergency sub plan and how a sub will access student materials, take attendance, and give directions for the day's independent work. The draft will be taken back to Building Committee to continue to adjust and identify ways the digital platforms can be accessed by the substitute.

Next Meeting: TBD

Agenda Items: TBD