



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, August 28, 2019

Meeting Time: 3:45-4:45

Place: School 16 Library

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

Members Absent: Dominique Anderson, Parent
Michelle Allen, Parent

Agenda Items:

I. Establishing Ground Rules

Ms. Osborne spoke about the ground rules for SBPT. She provided a document that covered the Team Operations. One area of discussion was the time, length, frequency and procedures for cancellation of meetings. Discussion of cancellation of meetings was held. The team agreed that if the meeting needs to be cancelled, the team will be notified by Monday afternoon, except in an emergency case. If a team member cannot attend the meeting, the member must also notify the group by Monday afternoon (except emergencies) in order to make sure we have a quorum. Parents

have input on when the meetings should be held to meet their schedules. Ms. Brown will check with the other parents on SBPT to see if they can do 3:45 on the second Wednesday of the month. Ms. Brown will schedule a meeting with RAP members to see if we can secure a RAP Rep. We also have reserved the fourth Wednesday of the month for additional meetings if needed.

In regard to recording minutes, Ms. Osborne will create forms that SBPT will use for agenda and minutes. Each month the agenda will be shared with staff on the Monday before the meeting to allow staff time to speak with a member about questions or concerns regarding agenda topics.

II. Representation of Staff

The following team members will represent the staff noted below. Special Education teachers are included with their respective grade levels.

SBPT Member	Constituents
Stacy Franzese	Pre-K, K, 1
Michele Michel	Grade 2
Lisa Oliver	Grade 3
Lauren Gauvin	Grade 4
Katy Frank	Grade 5
Kerry Hall	Grade 6
Ellie Ellingham	Special Subjects
Jennifer Osborne	Related Services
Ernestine Brown	RAP
Lee Wingo	Administrators

III. Scheduling of Meetings

Currently the team agreed to meet the second Wednesday of the month at 3:45. Ms. Brown will reach out to the other parents to make sure it works in their schedule.

IV. Intervention/Data Assessments

Teachers will address the Tier 3 students in their classes. A concern was raised about how a teacher can intervene if they have many Tier 3 students. It was determined that as students are assessed, the data team will meet to discuss what changes need to be made, if any.

V. New Business

There are several new members to the team that do not have the SBPT Manual. Katy Frank will create 10-12 binders of the SBPT Manual for members and bring to the next SBPT meeting.

SBPT approved School 16 "Culturally Responsive Teaching & The Brain-Promoting Authentic Engagement & Rigor" Collegial Circle-Book Study. Once approved by the Professional Development Committee the training will be promoted teaching staff September-October with the PD beginning November 5, 2019. Katy Frank will contact OPL and CIT to see if the books could be borrowed for teacher use.

Next Meeting: Wednesday, September 11, 2019

Agenda:

School Data

Instructional Updates

Open House

Superintendent's Day