



John Walton Spencer School #16

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“Our School, Where Children and Learning Come First”

School Based Planning Team Minutes

Meeting Date: Thursday, December 8, 2022

Meeting Time: 5:00-6:00 p.m.

Place: Zoom

Members Present:

Kerry Hall, Fourth Grade Teacher

Courtney Smart, Special Education Teacher

Jennifer Osborne, Data Coach

Lauren Gauvin, Fourth Grade Teacher

Elisa Ruise, Community Site Coordinator

Lisa Garrow, Principal

Michele Michel, ELA Instructional Support

Rob Burns, Assistant Principal

Members Absent:

Stacy Franzese, First Grade Teacher

Christele Landais, Parent

Chris Murray, Teaching Assistant

Lisa Oliver, First Grade Teacher

Ritch Landais, Parent

Amy Schramm, RTA Rep/Art Teacher

Agenda Items:

I. Sign off on previous meeting's minutes

II. Flex Wednesday (possible change to Friday)

Ms. Garrow stated that many teachers prefer doing the flex day on Friday. The concern is that when walk-throughs are taking place, teachers are doing flex days instead.

Effective Friday, December 16th, teachers and/or grade levels must choose a day of the week for their flex day. It is to be only **one day per week**.

Teachers need to update their Google schedule, noting which day is the flex

day, by Friday, December 16, 2022. You do not have to personally notify your supervising administrator of your flex day. He/she will check the *Schedules* folder in Google for which flex day you have chosen.

III. Process for departmentalizing when there is a sub

A discussion was held about how student learning is affected in the case of a teacher absence when a substitute has accepted the job. Some grade levels prefer to switch classes when there is a substitute, but others prefer not to. It was determined that you can do either of the above. However, if your grade level prefers not to departmentalize when there is a substitute, the absent teacher **must** provide their partner teacher with work in their content area for students to do. I-Ready usage in the absent teacher's content area should occur as well.

IV. New Business

Next Meeting: Thursday, January 12, 2023

Agenda: TBD