



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 11, 2020

Meeting Time: 3:45-4:45

Place: School 16, Room 143

Members Present:

Kerry Hall, Fourth Grade Teacher
Stacy Franzese, First Grade Teacher
Katy Frank, Fifth Grade Teacher
Jennifer Osborne, Intervention Teacher
Lee Wingo, Assistant Principal
Ellie Ellingham, Music Teacher
Lisa Garrow, Principal
Michele Michel, Intervention Teacher
Lisa Oliver, Third Grade Teacher
Ernestine Brown, Parent Liaison
Amy Schramm, Art Teacher
Lauren Gauvin, Fourth Grade Teacher

Members Absent: Dominique Anderson, Parent
Michelle Allen, Parent
Cory Hunneyman, Parent
Rob Burns, Community Site Administrator

Agenda Items:

- I. Members sign off on previous meeting's minutes: completed.
- II. NYS Testing
 - Per Mrs. Michel, we continue to receive new reviews and referrals for students to be added for testing in separate locations.

- The 4th grade teachers have mentioned conducting NYS testing in the gym or cafeteria to free up their rooms for students needing a separate location with NYS testing. Location TBD.
- There are many teachers and paraprofessionals that need to watch the NYS testing proctoring video and sign the form before testing. Mr. Wingo will coordinate this effort.
- Mrs. Ellingham will be proctoring with Mrs. Cowles as has been done in the past. Therefore. Music may be cancelled during NYS testing.
- During NYS testing all specials classes to be held in classrooms so testing is not interrupted.
- Late students (after 9:40 am) will be sent to K-2 classrooms while NYS testing occurs.
- Opt-out students are actual "refusal" by parents. These students will be sent to their assigned classroom. Opt-out students will be reading books while testing is conducted.
- Mrs. Garrow stated that all teachers should communicate to students that they must participate in the NYS ELA and Math tests.
- If teachers find out there are parents wanting to "refuse" testing for their child; send this information to Mrs. Garrow immediately. She will contact these parents to explain the importance of NYS testing for their child along with our school.

III. Superintendent's Conference Days:

Friday, April 3, 2020 and Monday, May 4, 2020

- Both dates are full-day meetings and there will be no school for students.
- Mrs. Garrow will know more about the agenda for these meetings after the 3/12/20 Principals' Meeting.
- Mrs. Garrow stated that one agenda item will be district-based training on Next Generation Standards.
- There are a number of teachers not attending Superintendent's Conference Days as they will be grading NYS ELA tests (4/3) and NYS Math tests (5/4) offsite.

IV. Summer PD and Results of Google Form Survey

- 13 teachers responded to the survey.
- The dates are scheduled for August 25, 26, and 27, 9 am to 12 pm
Mrs. Webster, our School Chief, informed Mrs. Garrow that there will be no additional funding for PD hours for teachers.
- Any PD money needs to come from our school budget not part of any receivership funding.
- Mrs. Franzese asked what the topics for the PD might be.
 - Per Mrs. Garrow: Being A Writer writing program will be discussed along with the roll out plan for new ELA program for grades K through 5 would be covered.
 - More information to come at a future date.

V. Visual Station/Centers Rotations for Reader's Workshop

- Ms. Osborne stated that this topic brought up earlier in the year: Classrooms should have visual representations of workshop learning stations/centers.
- The purpose of these visuals is to guide students to the correct centers by day and by group for the rotations during the Work Period within Readers' Workshop.
 - The visual representation for the Work Period should include the daily rotations between centers by reading groups for the 2+ rotations to centers.
 - The four centers are: Guided Reading, Independent Reading, Technology and Skills
 - Teachers were provided signage for their rooms with two versions: primary and intermediate.
- The visual representation will be up to the teachers' discretion thus allowing for good first teaching.
- We discussed that the visual representation expectation should also include the Math Workshop model as well.
 - Math Workshop Centers include: Teacher Directed, Technology and Independent Skill
 - Teachers were provided signage for their rooms.

- Per Mrs. Garrow, Visuals for Stations/Centers Rotation Expectation will be added to the School 16 Classroom Expectations document and sent to teachers.

VI. RDW Strategy for Mathematics Word Problems

- We believe that one strategy should be used school wide to provide consistency for the solving mathematics word problems.
- The Read Draw Write Strategy has been discussed in Team Day meetings.
 - Mrs. Kuek had RDW color posters made for teachers. She distributed these posters to classroom teachers, so they could laminate them and post in rooms.
- The discussion of RDW not being specific enough for students to use effectively.
 - Mrs. Gauvin and Miss Frank mentioned the CUB(S) strategy that they use in their classrooms.
 - The CUB(S) strategy is a method to help students break apart the word problem into understandable parts such as identifying key numbers and information to solve the problem.
 - Mrs. Ellingham refer went online to a mathematical website to confirm what CUB format is. This strategy is actually referred to CUBE(S).
 - Circle the key numbers and units
 - Underline the question
 - Box "math action" words (Am I going to add, subtract, multiply or divide?)
 - Evaluate and eliminate unnecessary information
 - Solve and double check your work
 - We discussed adding the CUB strategy to the RDW strategy.
 - Miss Frank created a RDW & CUB graphic organizer used in her class. She shared with Mrs. Kuek at a Team Day meeting. She will also share this graphic organizer with these SBPT minutes as an addendum.

- It was agreed that the expectation of Read Draw Write with CUB math strategy would not be implemented for Math Workshop this year but the following school year.

VII. CATCH School PD Request

- This group of four to six educators will be trained by Jessica Kouzan, Certified Nutritionist of CATCH and Cornell Cooperative Extension.
- We will be the first school in the Rochester City School District to become a CATCH school.
- This PD will give educators an understanding of the CATCH (Coordinated Approach To Child Health) is a school-based health program designed to promote physical activity and healthy food choices. A resource builds on wellness initiatives and projects already in place.
- SBPT approved this PD request. Miss Frank to email to Mitchel Hansinger for final approval.

VIII. Worksite Wellness Program:

- Miss Frank shared the School 16 Worksite Wellness Program developed in collaboration with our wellness partner, CommonGround Health. CommonGround Health needs our Principal's sign off on the program.
- This program outlines opportunities and guidelines for employees to engage in healthy behaviors and reduce work-related stress.
 - This Worksite Wellness Program shows our commitment to working with CommonGround Health and helping improve our school staffs' health and well-being.
 - The original document came from Hannah Shippee of CommonGround Health. Mr. Birthwright and Miss Frank made significant changes with Mrs. Garrow's input.
 - Important to note that all items outlined in the Worksite Wellness Program are *not* mandatory for our school or staff members.

- Mrs. Gauvin asked about the school's accountability and "Will this be monitored by Wellness Committee or CGH?"
 - Miss Frank stated that this is a document to provide guidelines along with and healthy suggestions for our school staff to consider.
- Mrs. Garrow asked the Wellness Committee determine how to roll this out with staff prior to her signing the Worksite Wellness Program document and returning to CommonGround Health.
 - Miss Frank will discuss with Wellness Committee and report out at the next SBPT meeting.

IX. Scheduled Class Bathroom Times

- Mrs. Garrow reported to the team that we have safety and operational problems due to students' use of bathrooms Some examples are students' unsafe and inappropriate behaviors (more of an intermediate issue at this time), floods and feces in the broken toilets, stalls, etc.
- Pre-K, K, and grade 1 have bathrooms in the room and not a part of the above listed issues.
- Policy changes would have to go through Building Committee.
 - This issue will be brought up with Building Committee.
- Mrs. Garrow's recommendation is that classes (grades 2-6) visit the bathroom as a group once in the morning and once in the afternoon.

X. New Business

- EWA cannot be changed from start of receivership to the end of receivership.

Next Meeting: Wednesday, April 15, 2020 in Room 143. Agenda Items were not discussed at this time.



Name: _____ Math Strategy for Word Problems:

Read Draw Write with C U B

1. **R**ead the question using CUB:

- **C**ircle key numbers and units
- **U**nderline the question
- **B**ox "math action" words (Am I going to add, subtract, multiply or divide?)

2. **D**raw the problem:

3. **W**rite the equation and solve for the answer: