



John Walton Spencer School #16

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"Our School, Where Children and Learning Come First"

School Based Planning Team Minutes

10/29/20 Revised Minutes: See Addendum

Meeting Date: Wednesday, September 23, 2020

Meeting Time: 3:30 pm

Place: Zoom Conference

Members Present: Ernestine Brown, Parent Liaison
Rob Burns, Community Site Coordinator
Ellie Ellingham, Music Teacher
Katy Frank, Grade 5 Teacher
Stacy Franzese, Grade 1 Teacher
Lisa Garrow, Principal
Lauren Gauvin, Grade 4 Teacher
Kerry Hall, Grade 4 Teacher
Cory Hunneyman, Parent
Chavon Kilpatrick, Parent
Michele Michel, ELA Instructional Support Teacher
Lisa Oliver, Grade 1 Teacher
Jennifer Osborne, Intervention Teacher

Members Absent: Amy Schramm, Art Teacher

Agenda Items:

- I. Sign off on previous meeting's minutes
 - a. Approved and posted to website sent to SBPT and School 16 Staff
- II. Lesson Plans
 - a. Ms. Garrow presented suggested lesson plan components. These include, but are not limited to:

- i. Standard, Essential Question, Learning Target(s), Workshop model: mini-lesson, work period, closing, Student Groups differentiated activities for each group, direct teaching, Small group instruction, guided reading, Intervention, Assessments, (rubrics used, checks for understanding, exit tickets)
- b. The components are aligned with previous School 16 learning walks and walkthroughs.
- c. Supervising administrator will request to view teacher lesson plans in the format that is most convenient way for individual teachers.
- d. SBPT all in agreement with above.

III. Upcoming SBPT Meeting Dates

- a. The meeting will continue on the 2nd Wednesday each month.
 - i. The next meeting will be October 14th.
- b. Current Process:
 - i. The Minute-taker will send out SBPT agenda for the next meeting to team for review.
 - ii. Team members to approve/add agenda item(s) within 48 hours.
 - iii. Final Agenda sent out Mondays, 48 hours prior to meeting.
- c. Ms. Osborne will create Zoom meeting schedule for the remainder of the year, once all new SBPT members have been elected.

IV. Ground Rules

- a. Assign roles for each meeting: Facilitator, Minutes-taker, Timekeeper
 - i. Teachers will always have the role of Minutes-taker.
- b. Minutes sent out soon after the Wednesday meeting for SBPT review/approval.
- c. SBPT members have 48 hours to review minutes to make edits or approval.
- d. Meeting Agenda will be sent out the Monday before SBPT Meeting.

- e. If you are not able to attend meeting, please notify a SBPT member at least 48 hours (Monday) before the Wednesday meeting.
- f. If a meeting has to be cancelled it should be done no less than 48 hours prior to the scheduled meeting.

V. Elections

- a. For SBPT and Building Committee to be completed by October 18.
 - i. SBPT has four seats open.
 - ii. Building Committee has all seats open.

VI. Zoom Links for Specials

- a. There are problems with students getting to their Specials and also students not returning to their classrooms after Specials for students to continue afternoon learning in class.
- b. Additionally this was mentioned during Administration Office Hours today.
- c. The reason Specials teachers require their own Zoom link is due to the issue of multiple classes together (Gen. Ed and SPED).
- d. Ms. Garrow stated we will need to continue this format and teachers to try and work together to ensure students are going to Specials and returning to class.
- e. Ms. Brown mentioned parents are calling her with the problem of not being able to get their students back into the classroom Zoom.
 - i. It was discussed that students have to click on “leave” button when the Specials class is done. If they do not leave the Special Zoom meeting, they cannot log into the classroom Zoom meeting.
- f. Another issue, Mrs. Ellingham stated that some students are trying to come into Specials early (as early as 45 minutes). Specials teachers are already with another class and cannot admit this “early” student to the Zoom meeting.

VII. Intervention

- a. Intervention will be done by classroom teachers, Ms. Osborne, and Mrs. Blanchard and Ms. Smart when their schedules allow. Benchmark testing is being conducted by Ms. Osborne, Mrs. Michel, Mrs. Kuek, Ms. Dix, Mrs. Blanchard and Ms. Smart.
- b. Ms. Osborne stated that SuccessMaker is our only ELA online intervention for tier two students at this time.
- c. Ms. Osborne explained that we are not able to access LLI as an intervention at this time.
 - i. LLI books are all online now, however obtaining access for all teachers has been problematic as they no longer allow concurrent logins. Ms. Osborne and Ms. Garrow are trying to get each teacher their own logins. More information is forthcoming.

VIII. My View Learning Labs

- a. Learning Lab Classrooms for School 16 will be Mrs. Kerry Hall, Grade 4.
- b. This is the My View model classroom so teachers can observe the correct use of the My View reading and writing programs.

IX. Virtual Open House

- a. We will have this event Thursday, October 29.
- b. Mr. Wingo did a robo-call today announcing the rescheduling of Open House. He will do another robo-call to families announcing the new date.
- c. Ms. Garrow stated that classroom teachers will have some type of virtual meeting to present classroom expectations, curriculum and other interesting things happening in class.
- d. Ms. Garrow asked for team suggestions:
 - i. Mrs. Ellingham mentioned her husband's school is creating 10 minute FlipGrid video presentations.

- ii. Mrs. Gauvin suggested creation of videos using Screencastify.
- e. Ms. Garrow's expectation is that grade level teachers collaborate to create their Virtual Open House.
 - i. Content to include class expectations and curriculum.
 - ii. The expectation is to go live by teachers sending to families and posting on our school website by 10/29.

X. Title I

- a. Ms. Brown is asking for assistance to find ways to reach out to families to use the Title I budget.
- b. She would like to offer computer training for parents and guardians.
- c. Mr. Burns will work with Ms. Brown to review parent surveys and creatively develop of plans and events to support families.

XI. New Business

- a. Welcome to our newest Parent Member of our SBPT: Ms. Chavon Kilpatrick. We are thrilled to have you on board!
- b. Ms. Franzese asked what teachers should be doing for Math MTSS.
 - i. She expressed concern about Prodigy and getting parents and students on another new program. She asked if Zearn can still be used.
 - ii. Mrs. Gauvin discussed an online program called "I Know It" that allows you to assign students work based on standards they need help with. However there is no tracking progress unless program is purchased.
 - iii. Ms. Garrow said we will discuss MTSS intervention use in Math Team Days meeting next week.
- c. Superintendents Conference Day is October 8 (Half-day for students)

- i. Per Ms. Garrow the format has not been finalized at this time.
 - d. Parent-Teacher Conference Day is scheduled for October 13.
- XII. Next Meeting: Wednesday, October 14, 2020
- a. Agenda: To be developed soon.

XIII. ADDENDUM: Regarding Title I Funds Usage and Programming

- a. **10/27-28/20 SBPT members unanimously voted in agreement to fund and move ahead with three Title I Programs:**
 - i. **Chromebook Lesson for Families: purchased with Title I funds**
 - ii. **Virtual Math Night: providing math materials purchased with Title I funds. Parents will sign the math materials to use on “Math Night”.**
 - iii. **Virtual Movie Night: providing “grab and go” snack bag for parents to pick up for their children to have while watching the movie.**