



John Walton Spencer School #16

321 Post Ave., Rochester, NY 14619
Phone: (585) 235-1272 Fax: (585) 935-7473
Email: 16info@rcsdk12.org



Ms. Lisa Garrow, Principal
Mr. Rob Burns, Assistant Principal
Ms. Mia Sinclair, Community Site Coordinator

School Based Planning Team Minutes

Meeting Date: Wednesday, January 12, 2022

Meeting Time: 5:30 pm

Place: Zoom

Members Present:

Stacy Franzese, First Grade Teacher
Rob Burns, Assistant Principal
Michele Michel, ELA Instructional Support
Lauren Gauvin, Fourth Grade Teacher

Amy Schramm, RTA Rep/Art Teacher
Michele Michel, ELA Instructional Support
Mia Sinclair, Community Site Coordinator
Courtney Smart, Special Education Teacher

Members Absent:

Chris Murray, Teaching Assistant
Cory Hunneyman, Parent
Altrenia Boykin, Parent
Lisa Garrow, Principal

Kerry Hall, Fourth Grade Teacher
Jennifer Osborne, Intervention Teacher
Katy Frank, Fifth Grade Teacher

Agenda Items:

- I. Sign off on previous meeting's minutes
- II. Classroom Environment Expectations Changes
- III. Ms. Michel shared the google document showing the classroom environment expectations. Classroom environment should show evidence of groups (whole group, teacher directed small group, technology, skills and independent reading. Hard to label room due to COVID restrictions – but when a Learning Walk is conducted there should be evidence that students are working in groups.
 - a. Changes: Word Wall should reflect content based on departmentalization.
Data Wall should reflect data from BAS (ELA); iReady Data for Math.



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Gauvin shared that the 4th grade team shows data for homeroom classrooms. Additions to data wall are at teacher's discretion.

IV. Summer PD Dates

- a. Summer hours can be mandated due to being a receivership school; but up to a certain amount of hours. Tentative dates for this PD hours are: August 29 – September 2, 2022. We will be going back to constituents and determining if this is a good time with the majority of the staff. Ms. Sinclair suggested that the PD be recorded so that the teachers who cannot make the dates are able to go back and complete the PD hours required.
- b. Questions: What if a teacher can't commit to that? What are other options?
- c. This topic was "tabled" so that more information could be collected to share with staff.

- #### V. Labeled Small Group Work Centers – This is hard to do during COVID due to the restrictions and how classrooms are set up. Teachers are asked to do the best they can to make if evident that students are working on different groups. A suggestion was to post the "Teacher Led Center" where the teacher is working, or to post groups on Smartboard. This is helpful during Learning Walks so that visitors are able to determine groupings.

- #### VI. Data Walls – What should be included?



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- a. Should students names be included or not? – Student should know their own personal goals; but should not necessarily be public knowledge to the class.
- b. No more NWEA – changing to iReady. Data walls can show the NWEA scores from fall, as that is what was used, but should also be updated to reflect iReady data.
- c. Teachers can use their own creativity to be able to show the data, using the benchmarks available.
- d. Mr. Burns shared that students should be able to track their own progress. This is something that was done at his previous school so that the children could be responsible and have motivation to grow and reach goals.

VII. Next Superintendent's Conference Day – Make and Take

- a. March 4th – 1/2 Day
 - i. Suggestion was to make and take things to be able to differentiate materials to be able to share ideas/concepts. We would divide by departmentalization and grade level bands (K-2) and (3-6).
 - ii. Mrs. Franzese shared that one idea would be able to bring things that Instructional Leaders/Admin would like shared with the groups.
 - iii. Mrs. Gauvin shared that teachers could do a peer room check and see what they like about the classrooms and take away different ideas to be used in personal classrooms.



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- iv. Ms. Sinclair shared that teachers could offer PD sessions about how to create materials/resources for classrooms which could promote a real team building experience and positive colleague interactions.
 - v. These ideas directly connect to the Classroom Environment Expectations.
 - vi. A suggestion was made to create a Scavenger Hunt for this activity as a way for it to be fun and interactive.
 - vii. If this cannot be done during ½ day, we would push it to the Superintendents Conference Day when there would be opportunity for Building Based PD.
- b. April 12th – Superintendent’s Conference Day – Tabled until we know information about whether the day is building based/district based.

VIII. New Business

- a. SEL program – This program would be integrated with Leader in Me. This is specifically for Special Education Teachers, as well as Murray, Fuller, Burke, and Musinger. They should be trained together and the program will be utilized during intervention situations. There would be strategies for these specific people to use with intervention/behavioral students.
- b. You need 25 minutes once a week to complete the lesson. Where would this go in our schedule given such a tight schedule, especially since arrival already cuts into the SEL time that we have?



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- c. Mr. Burns suggested that this could be done on Mondays during SEL time and then they have the rest of the week “set up” to build on the skills taught.
- d. It was shared that we are currently missing out on Morning Meeting where authentic learning and social-emotion practices can take place – and that it is hard to imagine where to fit it all in.
- e. The committee came up with questions to ask Ms. Garrow:
 - i. When in the schedules would this fit?
 - ii. Who is going to do this? Is it run by teachers or specific people?
 - iii. How do you incorporate Leader in Me?
 - iv. Should we designate a day for this lesson to be conducted?

Next Meeting: Wednesday, February 9, 2022

Agenda: