



John Walton Spencer School #16

321 Post Ave., Rochester, NY 14619

Phone: (585) 235-1272

Email: 16info@rcsdk12.org

“Our School, Where Children and Learning Come First”

School Based Planning Team Minutes

Meeting Date: Wednesday, August 31, 2022

Meeting Time: 1:30 p.m.

Place: Zoom

Members Present:

Stacy Franzese, First Grade Teacher

Lisa Garrow, Principal

Lauren Gauvin, Fourth Grade Teacher

Lisa Oliver, Third Grade Teacher

Amy Schramm, RTA Rep/Art Teacher

Mia Sinclair, Community Site Coordinator

Kerry Hall, Fourth Grade Teacher

Michele Michel, ELA Instructional Support

Chris Murray, Teaching Assistant

Jennifer Osborne, Intervention Teacher

Courtney Smart, Special Education Teacher

Members Absent:

Rob Burns, Community Site Coordinator

Agenda Items:

- I. This year Wednesdays will be our Flex/ PBL day of the week. Last year Fridays were our Flex days, however, due to attendance concerns on Fridays, Flex days have changed to Wednesdays. Teachers will have autonomy to change the times in their daily schedule for Wednesdays, however, the following are must haves/ non-negotiables that will need to be included in your Wednesday Schedule:
 - Conferencing/ Goal Setting/ WIGS
 - 30 minutes of intervention in both ELA and math (**times for intervention cannot be changed). During intervention, you may choose to PM (progress monitor) or continue with intervention groups and PM at another time during the week. Math intervention will include 30 mins. Of NYS assessment practice.
 - Writing must be 30 minutes of NYS Test Prep. More guidance will come on this.
 - ELA Reading mini- lesson (math curriculum already has flex days built in)

- iReady catch up
- K-2 Magnetics Skills/ Foundations (We will not be doing Heggerty). Instead, we will teach Magnetics. See email from Michele Michel (change was a district decision at the last minute).
- PBL Lessons/ Project Based Learning

A Wednesday Guidance Document will be created. Michele Michel and Pam Kuek will help with resources for NYS test materials and ideas. Wednesday Flex Days will begin on Wednesday, September 21st.

- II. For the first three days of school (Wednesday, Thursday and Friday), teachers will focus on creating a classroom/ grade level community. It is an expectation that teachers focus on teaching rituals and routines. Teachers may choose to team teach, switch classes or collaborate with one another on those days. It is important to focus on rituals and routines during these first three days so that we may begin following the district curriculum on Monday, September 12th. It is very important that we follow the district's pacing guide.
- III. School Based Planning Team (SBPT) meetings will now be on the second Thursday of each month due to the school-wide Wednesday PDs. If you have instructional concerns, please see a member of the SBPT.
- IV. Ms. Garrow will send out Robo Calls before the beginning of the school year to remind parents to send back their child's Chromebook and charger.