



# **John Walton Spencer School #16**

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**“Our School, Where Children and Learning Come First”**

## **School Based Planning Team Agenda and Minutes**

**Meeting Date:** September 14, 2023

**Meeting Time:** 3:45-4:45

### **Agenda Items:**

- I. Sign off on previous meeting’s minutes
- II. Science/Social Studies Days Clarification
- III. Clarification of ELA times
- IV. New Business

### **Roles:**

Facilitator: T. Buttars ▾ Timekeeper: L. Gauvin ▾ Minutes: J. Osborne ▾

### **Members Present:**

T. Buttars ▾

L. Garrow ▾

L. Gauvin ▾

J. Francis ▾

L. Oliver ▾

C. Smart ▾

J. Osborne ▾

R. Burns ▾

M. Michel ▾

### **Minutes:**

- I. Signed off on previous meeting’s minutes
- II. Science/Social Studies Days Clarification

Science and social studies days have to remain the same as noted on teachers’ master schedules.

### III. Clarification of ELA times

The minimum number of minutes for writing in grades 3-6 is 40 minutes. 45 minutes would be ideal. The minimum for writing in K-2 is 30 minutes. Pam Kuek and Rob Burns will review math teachers' schedules and email teachers with needed changes. Michele Michel and Lisa Garrow will review ELA teachers' schedules and email teachers with needed changes.

### IV. New Business

#### Standards Posted

A discussion was held on whether or not the NYS standard should be posted in the classroom for each lesson. It was determined that learning targets should be representative of the learning standard. Learning targets should be in student-friendly terms and reflect the standard.

#### Writing Environment

The SBPT voted unanimously in favor of including the following components in writers' workshop: a meeting area for whole and small groups, independent work areas, peer-to-peer writing, conference space, writing center (where materials are kept), anchor charts, exemplar texts, and rubrics. These things will be embedded in the writer's workshop block and accessible to students.

#### Title One

Ms. Brown will be presenting the Title One fund budget for approval by SBPT.

#### Next SBPT Meeting

Date: October 12, 2023

Facilitator: R. Burns      Time Keeper: L. Garrow      Minutes: L. Oliver

Agenda: TBD