


LWW Building Planning Team

Minutes from October 28, 2002

 The meeting begins at 2:45.

 Present at the meeting:

Jean Donlon	Nancy Green
Corinne Inman	Alison Loy
Ken Schimpf	Lauralee Kephart
Shannon Murphy	Caryn Camp
Bonnie Ewing	Jeannette Lowell (parent rep)

DATE	Faculty-generated ideas for “where we go from here” with our Writing Initiative during Faculty Meetings	NOTES
Nov. 19 th	Resolution of discrepancies (between grade levels on the Editing Checklists filled out at the In-service on 10/11) and conversation about Student Editing Checklists	See note on next page
Jan. 22 nd	<ul style="list-style-type: none"> ▶ Identify writing activities for each of the four ELA Standards, for each of the grade levels K-3. ▶ Agree on rubric for each grade level (geared from 6-Traits) 	Facilitated by Shannon Murphy & Bonnie Ewing (2 nd grade rubric is presented before grade levels break into groups)
Feb. 19 th	Examples of high, average, and low writing samples from Kindergarten and 1 st Grade are presented (using overhead projector as well as individual copies) & are scored by whole group using the grade-level rubric.	Kindergarten and 1 st Grade use Common Planning time to pick high, average, & low sample of student writing, & submit by 2/10. (& pick someone to present at faculty meeting).
Mar. 19 th	Examples of high, average, and low writing samples from Grades 2 and 3 are presented (using overhead projector as well as individual copies) & are scored by whole group using the grade-level rubric.	Grades 2 and 3 use Common Planning time to pick high, average, & low sample of student writing, & submit by 3/10. (& pick someone to present).

☑ Discrepancies to be resolved between the K-3 Editing Checklists that were filled out by grade-level groups on 10/11:

- ▶ Spelling through the grades K-3 (word walls, etc.)
- ▶ Friendly letter (grades 2-3)
- ▶ Word banks (grades 1-3)
- ▶ Capitals at the beginning of sentences (K-1)
- ▶ Re-reading written work when & what (K-3)
- ▶ Accountability of students in general (K-3): Teacher Checklists vs. Student Checklists

☑ The faculty-generated idea not slotted for a faculty meeting is:

- ▶ By grade level, look at writing samples to see what standard each falls into, and which standard(s) still need to be covered.

It is recommended that this be done during common planning, or during a slot of time during April conference days (4/3, 4/14).

☑ Following the Jan. 22nd faculty meeting (or whenever the grade level has a rubric that it has agreed on using), it is recommended that teachers use Common Planning time to agree on what is a 4, 3, 2, and 1 for writing samples according to the grade-level rubric.

☑ The Building Planning Team meets next on Nov. 25th at 2:45 p.m..

📅 The meeting ends at 3:30. Minutes taken by C. Camp.

LWW Building Planning Team Minutes from February 10, 2003

 The meeting began at 2:45.

 Present at the meeting:

Jean Donlon	Nancy Green
Bonnie Ewing	Alison Loy
Ken Schimpf	Lauralee Kephart
Shannon Murphy	Caryn Camp
Corrinne Inman	

- Dr. Coon is speaking at the joint faculty meeting at AGM on Wednesday, Feb. 19th. Support staff is welcome.
- At the meeting of the building administrators and Dr. Coon on Friday, Feb. 7th, there was discussion about each of the items on the three lists being considered for budget cuts (the lists for minimal impact, significant impact, and devastating impact). The principals were asked to rank the items in order from the ones they can live without, to the ones they feel are most important to keep. For Mrs. Donlon, the top two priorities are keeping the aides and the full-day kindergarten. At this meeting, Jackie Visser gave a presentation, in support of full-day kindergarten, that compared the reading levels of full-day Kindergartners to half-day Kindergartners.
- In preparation for the upcoming In-Service Day, each grade level is requested to submit four exemplars of independent student writing (one for each score on the grade-level rubric) by March 7th. (Recommended that each teacher bring a 4, 3, 2, and 1 to Common Planning, and then choose as a team which ones they want to present.)
- March 14th In-Service Day: Teacher Aides may come if they choose, but do not have to come unless they missed the In-Service Day in October.

- Plan for the March 14th In-Service Day:

Time	Activity	Presenters
8:30 – 10:00	Use grade-level rubrics to score student writing exemplars of a typical 4, 3, 2, 1 for each grade level.	Each grade level.
10:00 – 10:45	CISO Update (benchmarks) during Lunch	Either Jackie, June, or Donna
10:45 – 11:30	4-Square presentation	Nancy Green Caryn Camp
11:30 – 12:30	Free (must be at JFS by 12:30)	
12:30 – 3:30	Overview of the 40 Assets at JFS (AGM & High School attend in the a.m., LWW & JFS attend in p.m.)	FYI: The 40 Assets was brought to this area by the new Superintendent of Binghamton from California. BOCES is funding it.

- 4-Square:


USES:

- ▶ Categorizing
- ▶ Main Idea – Detail
- ▶ Taking Notes

BY GRADE LEVEL:

- ▶ Kindergarten level – categorizing pictures
- ▶ Grade 1 – Making a book (each square is a page)
- ▶ Grade 2 – Writing a paragraph (each square is a detail)
- ▶ Grade 3 – Writing multiple paragraphs (each square is a paragraph)

- The next BPT Meeting is scheduled for March 10th, 2003 at 2:45 p.m.

 The meeting ends at 3:45. Minutes taken by C. Camp.