

Marstons Mills East Horace Mann Charter Public School
Steering Committee Minutes
October 24, 2006 @ 3:45 P.M.

Present: Frew, Deusser, Colby, Keenan, Peninger, Milne, Hurley, Jones, Horgan, Allen

PTO Vice-President: Margie Berkley

Public Comment: No Public Comment

Topic 1: PTO Update

Margie Berkley presented the 2006-2007 academic calendar of events at MMEHMCPS including PTO. She stated that she would like to distribute a copy of the calendar to the members of the Board of Trustees. She further added that she will e-mail a copy of the calendar to Mr. Deusser and Mr. Keenan and would update the calendar quarterly, if needed. PTO events will be on this calendar.

Topic 2: Cadre Updates

Behavior:

Challenge Statement: *There is a lack of consistent prevention and response to students' disruptive behavior schoolwide.*

- Interview with with Kim Stoloski regarding her job description and the one we had which was different. Ms. Stoloski is the Special Education Coordinator and the role of behavior is not her first priority. We saw a gap with this. We will be asking the same questions of Jen Police and Mr. Deusser to determine whether these needs are being met by anyone else in the school.
- Finished survey questions for staff on prevention.
- They would like to distribute the surveys out at next staff meeting in November.

Assessment:

Methods of evaluation and reporting being used are not true indicators of a child's overall performance.

- Began our meeting by looking at solutions 1, 2 and 3. We were able to go through the solution for streamlining assessment. Using a worksheet to feed our solutions through.

Professional Development:

Challenge Statement: *All staff needs training that is accessible, adequate, affordable, and appropriate to ensure the successful implementation of the charter and ASP.*

- Looking at setting up the same core required training for all staff members. Sent out a survey and received back 33. We will still ask about 10 people to fill out surveys. At our last meeting we tallied up how many of the staff received training that was considered important.
- We will look at developing protocols for who will attend what trainings along with people receiving coverage when they attend training.

Communication

Challenge Statement: *Methods of communication have varying degrees of effectiveness.*

- Working on developing an action plan for our first hypothesis. Working on a little wheel to increase Ann Marie Melley, Nurse, and the staff the ability to communicate with one another. Walkie talkies are the best mode of communication. It was suggested that any teacher who has a student with a care plan should have a walkie talkie. There will be follow-up questions regarding this.
- In regards to the health care protocol binders, possibly draft a letter to the teachers reminding them to let the substitutes know about the binder, etc. In draft form now and will go to Ed next.
- Strategies and modifications for success have been passed along to the Behavior cadre.

Curriculum

Challenge Statement: Based on MCAS and standardized testing, the most prominent challenge area requiring forward progress is mathematics.

- Going through little wheels and seeing what information we have received from the teachers. Each grade level will come back with what they need for the math series. Everyone taking the BCAS this year. More research on how much math teaching time daily and weekly should be along with homework policy, math morning wake-up work and its impact.
- Mr. Deusser requested that it be taken back to the Curriculum Cadre the fact that both 3rd and 4th grade MCAS math scores went up.

Lynore Frew requested that all the cadres post their minutes in the display case at the front of the building.

Topic 3: RTI ad hoc Committee Update (Membership/Questions/Next Steps)

Mr. Keenan stated that the committee will be formed. Update at next meeting.

Topic 4: Reading Pilot Program

Wendy is in charge of the piloting piece and will attend the next meeting. Wendy will then give an update on the pilot program. Wendy will also update committee on an evaluation tool for the piloting. Positive comments regarding the piloted program came from Lynn Hurley and Cathy Milne

Topic 5: New Initiatives: Steps

Lisa, ASP, stated that our flow chart needs to show our staff where all the new initiatives go. Lisa put a flow chart together. The Steering Committee reviewed the flow chart. New initiatives go to Ed and he brings them to the Steering Committee. Then, the SC uses the filtering questions, and there are many actions the SC can decide to take. We will add filtering questions to flow chart.

Discussion on the question of whether the Principal has to bring everything before the Steering Committee or can the principal make the decision and use the filter. Examples were time restriction or something during the summer or some privacy issues, budgetary issues. Ed said would like to use questions to make decisions.

Decided to call them *guiding questions* rather than filtering questions.

Topic 6: Diversity Report Update

Ed has a lengthy document and talked about where it should go next. Document has positive and negative things on how we look at diversity at our school and as a district. Need to share this report and what is the best way to share it.

Everyone agreed that they would like a copy of it for review.

Next Scheduled Meeting Date: November 28, 2006

Agenda Items Next Meeting:

- Pilot Reading Program – Wendy
- RTI Ad Hoc Committee
- Flow Chart review and discussion

Meeting Adjourned at 4:55 P.M.