

***Marstons Mills East Horace Mann Charter Public School
Steering Committee Minutes***

November 28, 2006 @ 3:45 P.M., Adjourned at 5:25 P.M.

November 29, 2006 @ 4:05 P.M., Adjourned at 5:30 P.M.

Present on 11/28: Frew, Deusser, Colby, Keenan, Peninger, Milne, Hurley, Jones, Horgan, Allen,

Also Present: Wendy Fizell, Dennis Moynihan

Present on 11/29: Frew, Deusser, Colby, Keenan, Peninger, Milne, Hurley, Jones, Horgan, Allen,

Public Comment: No Public Comment

Topic 1: PTO Update

Mr. Keenen gave the PTO report:

- Bingo night postponed until February
- Travel Express Web Site is up and running.
<http://www.mmetravelexpress.com>

A link will be put on the MMEHMCPS PTO page to the travel site. A flyer will be distributed.

Topic 2: Cadre Updates

Behavior:

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

- Amy Jones reporting. Jen Police and Ed Deusser were interviewed to clarify their roles regarding behavior and prevention. Staff surveys will be compiled by Amy Jones for future discussion. Began synthesizing solutions as a group. Possible solutions are: hiring prevention specialist assistant, revising respect code, adopt/train/implement a social skills program, develop a referral protocol for behavior (similar to the ISIP referral).

Assessment:

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

- Patty Horgan reporting. Cadre has put together a list of tests and assessments done in the building with a list of what is mandated and what is not. We will hand this out to staff in the future.

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.

- Lynn Hurley reporting. Recently attended the ASP leadership conference. Did small group work and her group focused on cadres and how to get meaningful discussions within the cadres. At the last Professional Development cadre meeting, they discussed frustrations with the cadre. They feel that they need clarification on the cadre process, on Accelerated Schools, and on how long the ASP program is going to be. The Professional Development cadre is at the Action Plan step.

Communication

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

- Cathy Milne reporting. The Communication cadre will be sending a notice to the staff regarding the procedure to follow for informing substitutes of the existence and location of the health care binders in each classroom.

Curriculum

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

- Amy Peninger reporting. The Curriculum Cadre is moving along. Jean Farrell and Jessica Burns are presently reviewing the BCAS results. We feel our cadre is on the right track.

Topic 3: Principal Items to “Steer”

Dr. Chet Delani and Others

(Not addressed at this meeting)

Topic 4: Reading Pilot Program

Wendy Fizell, Reading Specialist, displayed the Scott Foresman “Reading Street” Grade 1 book. She noted that it is research based and is aligned with the state standards. She noted that the teachers using the series are very positive about it; they like the leveled readers – allows them to differentiate instruction easily. This series allows for a specific layout for Wendy when she goes into the classroom. Can differentiate for both low and high students. One of the concerns was that there is so much to do and teachers are having a hard time getting in all the planning.

Wendy noted that they area also looking at the phonics component. May need to still continue to supplement phonics.

There was discussion on the writing program contained in the series.

Kathy Milne and Lynn Hurley stated that it has definitely helped them to differentiate in the classroom.

Topic 5: RTI Update

Share RTI Reflections by Kim at December 4 Teacher Meeting

(Not addressed at this meeting)

Topic 6: New Initiatives: Steps

(Not addressed at this meeting)

Discussion at meeting on Tuesday, November 28:

- Dennis Moynihan stated that the frustration is with the fact that the cadre is moving so slowly. Have been at it for two years. Great cadre, great staff members. Stated that staff members have been asking questions if there is a three-year agreement with ASP and does it expire at the end of this year?
- Cathy Milne stated that she has been questioned on the role of the Vertical Powerful Learning Team.
- Patty Horgan suggested that we go back to having Thursday morning communication meetings. We need to communicate what is going on again.
- Mr. Keenan stated that it seems that there is frustration and there are several people that are asking these questions. Need to come up with a way to deal with this. It is up to the Steering Committee to figure out a plan on how to deal with this.
- There was discussion concerning the ASP contract and the charter and communicating all this to the staff. Mr. Deusser stated that it is a 3 year contract with ASP. This was for the initial program. It is also in the contract that we will continue on at the lesser rate because we won't require the intensive training required in the first 3 years. Charter contract is a five year contract and in that five year contract, the charter speaks very specifically to a number of ASP things. ASP is woven into the charter. In order to keep our charter, we have to continue to use the ASP model. We are 2-1/2 years into our charter. We have done so many remarkable things during these 2-1/2 years. ASP feels we are top-notch as does Board of Trustees and Department of Education. This is a long-term commitment.
- Patty Horgan questioned whether the cadres can wrap up our action plans and move on?
- Ed suggested the SAW meeting (School as a Whole) celebrating the action plans.
- Discussion on what can be done now to help this situation.
- Cathy Milne commented that there are concerns with her grade level involvement in the Festival of Lights. The grade level wants to know how they can be more involved in the decision making process as far as whole school or grade level activity?
- Amy Peninger questioned the possibility of MMEHMCPS being an ASP Model School and what that would entail.

Another meeting was called to continue this discussion. Next meeting will be the next day at 4:00 P.M.

Discussion at meeting on Wednesday, November 29:

- Mr. Keenen stated that at Monday's staff meeting, we should take the time to tackle the issues presented. We have to find a way that all of the issues that we think are out there and give the opportunity for all items to be mentioned. People need to voice their concern, make their statement, and have everyone leave with answers to their concerns. It can be people providing information for main part of the meeting. We need to try to provide answers.
- Mr. Keenan added that we should have a Thursday morning meeting to go over the agenda for Monday's meeting. Question the staff on what they need clarified along with their suggestions for solutions.
- It was decided that the next day, Thursday, November 30, there will be a communication meeting with the staff. It will be conveyed to the staff that the purpose of Monday's staff meeting is to share accurate information -- communication and clarification.
- After discussion, the Steering Committee suggested that sheets will be displayed in the Staff Room displaying topic ideas for questions. Staff should fill out their questions on the appropriate sheet, fill in possible solutions, and fill in their name with the question. This should be done for Monday's meeting.
- The topic ideas suggested were as follows:
 - Frustration with Cadres Moving Slowly
 - ASP Contractual
 - Vertical Powerful Learning Team
 - Other
- After discussion among the Steering Committee members, it was decided that Mr. Keenan will convey the following to the staff on Thursday:
 - We have changed the agenda for Monday's meeting. In place of that, because of information brought to the Steering Committee, it is more important to discuss these items and give everyone an opportunity to voice their questions. Questions that were brought to the Steering Committee are already listed on the sheets. The questions will be prioritized based on the level of interest; therefore, it is important to put your initials by the question if you agree with the question.
- At the meeting on Monday, Mr. Keenan will describe the purpose of the meeting, questions will be addressed in priority of interest and this will allow us to move forward.
- The January 6 meeting will be to finish the theme piece.
- January 12 is an in-service day.
- The Steering Committee decided to meet on Monday morning at 8:30 A.M. to discuss the staff meeting questions for that afternoon.

Next Scheduled Meeting Date: Monday, December 4 @ 8:30 A.M.; December 19, 2006

Agenda Items Next Meeting:

- ***Dr. Chet Delani***
- ***RTI Update***
- ***New Initiative Flow Chart***

Meeting Adjourned on Tuesday at 5:25 P.M.

Meeting Adjourned on Wednesday at 5:30 P.M.