

Meeting Wise Template Adapted for School #35

Grade Level Team: _____

Location: Zoom

Date: May 3, 2022

*****REMEMBER TO MAKE A COPY FIRST*****

Topic: <ul style="list-style-type: none"> ● Debrief from DataWise meeting ● Interviews ● Staff email- grade level ● Parent survey ● Feedback from constituents 	Attendees: Holberton, Santana-Torres, McNamara, Tellex, Torres, Daly, Garcia-Adkins, Flores Facilitator: Notetaker: Timekeeper:	Terms	Constituents
		Quinones: 9/23	5, 6 & Mendez
		Tellex: 9/22	K, 1 & 2
		McNamara: 9/22	Specials, Intervention & ENL
		Torres: 9/23	3, 4 & Related services
		Sanchez	Paras, TA & Primary Project
Meeting objectives: <ul style="list-style-type: none"> ● 			
To prepare for this meeting, please: <ul style="list-style-type: none"> ● 			
Schedule -			
Time	Minutes	Activity	
2:20		DataWise debrief for SCEP development <ul style="list-style-type: none"> ● The meeting went well. Received some clarification. ● Focused on math and ELA today with the commitment statements. ● The purpose was to come together (admin) and the DataWise person and then debrief with SBPT to get feedback. ● The commitment has to be a 3 year plan and then narrow it down each year with action steps. ● Literacy: If we support teachers with implementing explicit direct instruction and conferencing in writing, then our students will be able to cite evidence and support their claims when writing because students practice with exemplars to know the optimal outcome and get individual immediate feedback on their learning needs. 	

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- **Math:** If we support teachers will analyzing student work to understand the mathematical reasoning behind errors and adjust instructional practices then our students will be able to independently solve multi-step word problems by selecting the correct mathematical computation and following the procedure because the teachers will know the student need and provide explanations that address exactly what students do not understand.
- These commitments will then become part of our SCEP.
- The next piece will be academic culture- **due by May 13th.**
- How students, parents and staff feel about the culture and climate of school 35.
- Need to put in the if...then format. We need to gather 3 data points to add to academic culture.
 - We should always start with the BECAUSE. What is the problem? And then come up with the solution- backwards design.
 - Parent surveys (postcards)- could be sent to each classroom teacher to send home? Can create a flier with a QR code as well.
 - Student surveys (3-6 completed recently). Need to make it in Spanish. We are asking 5th and 6th grade students to work on this in their class this week.
 - [Equity self reflection](#) - school based and leadership worked on this. Will also be doing during grade level meetings tomorrow, 5/4/22.
 - **Torres: grades 4, principle 2**
 - **McNamara: grades 5, 6, principle 3**
 - **Tellex: grade 1, principle 1 (green font)**
 - **ADMIN: k, 2, 3, principle 4**
 - When we get all the information collected from all 3 surveys, we need to add it to a "casel" document.
- Cultural awareness will be part of next week's half day and superintendents day conference.
- Superintendent's day: small groups from SBPT to work with staff on part B. Each SBPT member would work on a certain part B. SBPT and leadership would then meet to go over all the responses.

		<ul style="list-style-type: none"> ● Parent PD's for next year ● Parent workshops ● Try for one thing each month next year. ● Curriculum night with parents. How to do math/ reading at home? Expectations for each grade level given to parents. ● What are we going to use title 1 money for next year?
		Look at the literacy and math commitments and give feedback
		Interviews <ul style="list-style-type: none"> ● Schedule ● Should have a parent be a part of the interview committee
		Feedback from constituents- compiled here <ul style="list-style-type: none"> ● DEAR- majority in favor. Preferably after lunch/ afternoon. AR? ● Writing curriculum- ● 5 week report- a lot of work, make it brief ● Monthly newsletters- majority in favor. More electronic. Grade level.
		AGENDA FOR NEXT TIME: <ul style="list-style-type: none"> ● SBPT constituent feedback ● Create a parent survey with similar questions: 5 week reports, newsletters.