

Minutes of the SPMT meeting of 12-13-16

Present:

S. Franklin, SSST
W. Alwang, CCT, Math
D. Stannard, Resource
R. Sexton, Parent
W. Decter, Accreditation
Z. Parrish, Principal
Myah Darden, Student Representative, Sophomore Treasurer
Dana Smart, School Nurse
Emmanuel Colon, Clifford Beers Clinician
B. Corcoran, Administration
S. Ciarcia, Administration
M. Edmonds-Duff, Administration
S. McCoy, Activities, Music
R. Murphy, English
B. Osborne, Capstone, SS
T. McTeague, Co-chair, Science
C. Savvo, Comer School Development Program

Norms:

- Start on time and end on time (2:30 pm -3:30 pm)
- Members should provide a substitute if they cannot attend
- Adhere to the principles of collaboration, consensus, and no fault problem solving

1. Minutes of previous meeting were briefly reviewed.

2. Comer committee minutes were reviewed.

- Advisory Committee is organizing materials for planning and putting them in the Career Advisory Google doc folder.
- SSST is trying to develop a fairly universal re-entry process. There are many reasons for students to have to re-enter school including sickness, suspension, and late enrollment so the process needs to be tailored to each student. They are working on consistent steps that can be used in each case, such as relaying academic and behavioral information. They reached out to Cross's School Re-entry Team and are developing a draft of the process based on Cross's existing process. Dr. Franklin gave a handout with this draft.
- Accreditation committee reports that comments for the rubrics are now in PowerSchool (63063 through 63077). We will be able to inform the school community of how students are progressing in mastering the cross-curricular competencies (previously called 21st century skills.) For each

competency we can report the student “does not meet competence, is progressing towards competence, or has met competence” in each of the different areas. Thanks to Amy Shock for her help. Currently, departments are evaluating their Q1 assessments with the rubrics and will report data at the end of Q2.

3. Dr. Parrish reported on the current state of the SIP and on the RISE grant:

Currently we are in the implementation phase of our reading, vocabulary, and note-taking strategies. We are currently engaging in monthly PD for the lead teachers in Professional Learning Communities and data analysis. The administration team is also receiving coaching as to what to look for to determine if and how reading strategies are being implemented. Dina is also available for individual coaching for teachers.

In the area of social and emotional learning (or social employability skills) we have had 2 of our 5 PD's. We are the only high school that will receive “School Connect” program binders for support for our advisory program. This is made possible through the RISE grant. There will be work done over the summer to write customized plans for Career's advisory program. The SS department, with the help of Kristen Penta, has been aligning SEL to the SS curriculum and ELA will begin this as well. After the break we will institute the use of Review 360 and have no more paper referrals. This will aid in looking at behavioral data trends and at particular students.

This year we will have additional cultural competency training. We must continue to stress the building of relationships between staff and students.

RISE is launching its dashboard to identify at risk students. These are students with absenteeism issues or who have D's and F's in classes. We are getting ready to launch the Student Success Center. We are currently looking for a full time program coordinator to oversee the scheduling of students as well as part-time reading and math tutors. Teachers in the science and math departments have also committed to staffing the center during their supervision periods. In addition, Mr. Colon, our Clifford Beers Clinician will be available in the SSC for family support and intervention.

The RISE grant is also enabling the purchase of laptops for teachers to use in data analysis, webinars, etc.

The SAT Saturday Academy, funded by the RISE grant, will provide a Kaplan SAT course to 50 juniors. The course will run from 9:00 am to 12:00 pm from January 21st until April 1st. There will be no sessions during break. Students will also get breakfast (at 8:30 am) and bus passes. A similar course is \$1300.00 so our students are getting a great benefit from this grant. Four Career teachers will observe the course in order to “absorb” some of the teaching techniques. A

parent link was sent out. Ms. Corcoran is coordinating and will attend the sessions as well. We currently have about 40 students so there are 10 more spots.

4. Activities: There were questions about two capstone activities regarding where the money collected was going, who was the adult supervisor, and did students have permission to be out of their 3rd period classes to run the activity? These activities did not receive approval. Ms. Savvo asked about our activity approval process. Activity requests are filtered by the activities committee and then passed to the SPMT. If the SPMT has questions the activities go back to the committee. Some activities require building permits as well.

5. Attention all: Bulletin boards should be updated for the second quarter.

6. Parent Voice: During report card night we were able to give away 300 new coats. Many of the smaller sized coats went to Celentano school. Youth Stat may have more coats available if you know of anyone who still needs one. Many parents also enjoyed our pot-luck pasta dinner.

7. Mr. Ciarcia reported that half of our seniors have applied to at least one college. Several have already received acceptances. We also have access to a program called Enginuity. This is a rigorous on-line program for seniors to recapture credits so that they can graduate from Career and not have to go elsewhere. Currently we have 5 seniors completing the program. Mr. Ciarcia is also working with 7 seniors who have chronic absences to try to have them graduate on time. The business department is also working with seniors who need support to graduate on time.

8. Student voice: Our student representative asks for clarification of the tardy policy. Five tardies to school is equal to one detention. Being absent for ten percent of the current school days is considered chronically absent. We have had 65 days of school so far so students with 6 absences are chronically absent to date. We have an attendance committee with guidance, administration, social worker, and truant officer that meets every two weeks. Parents receive letters when students have been out for 5, 10, or 15 days and must come into school to discuss how to get students back on track and improve their grades. Our student representative urges conversations with students. Some have a reason that they are tardy, such as having to get younger siblings off to school or having to care for a sick relative. Conversations can happen in advisory as well. Clerks are calling home to find out the circumstances around students' tardiness. We have to support families to ensure that students attend school and arrive on time.

SSST is also looking at chronic attendance issues to help students address obstacles to getting to school and arriving on time.

Mr. Osborne states that some students are marked absent when in fact they are in school. This may occur if students come to school late and do not stop in the

office. However attendance is checked against each class period's attendance to make sure that students are not marked absent when they are in fact in school.

9. Honors breakfasts were a huge success. Many parents came and all enjoyed the breakfasts. We are also going to acknowledge perfect attendance. Lists are being drawn up for posters to be displayed.

ACTIONS for next meeting on January 10th:

- SSST will provide an update on creating the re-entry process
- Grade level administrators will be assessing students at risk at midyear (attendance, D's and F's) so please respond to their e mails with information regarding students in your classes

Respectfully submitted, 12-14-16
W. Decter, M.D.