

## Steubing Ranch Campus Improvement Committee Meeting Minutes

November 11, 2024

### CELEBRATIONS:

- **Kindergarten:** Progress is being made, even if it feels slow.
- **1st Grade:** "If you're not first, You're Last!!"
- **2nd Grade:** Successful sales for the carnival/festival.
- **4th Grade:** The last SCF (Student Completion Form) was great for geometry; Unit DUA (unit assessment) is progressing well. Looking forward to continuing with division.
- **5th Grade:** Pushing forward with minimal pushback. 📺 **Special Education:** Personal note from Devin's mom—she texted saying, "This school has done so much for me."
- **Janet:** Things are going well.
- **Mary:** Compliments from students, parents, and staff for the voting booth set up in the library for students.
- **Deya:** Red Ribbon Week is complete.
- **Karen:** Kids are busy; the Turkey Bowl is next week—things are moving fast!
- **Lauren:** She got her car back.
- **Arias:** Will graduate next semester.
- **Ms. Guarneri:** Grateful for Janet for managing 504 plans; she's happy every day working with the kids.
- **Mr. Guillen:** Grateful for everyone and encourages looking forward, not worrying about things outside of our control.
- **Lisa:** Great Veterans Day ceremony.

### PLAN 4 LEARNING DISCUSSION AND UPDATE INDICATORS:

**Topic Overview:** The meeting focused on reviewing the campus's *Plan for Learning*, with an emphasis on how the campus goals align with the district's goals and how progress will be monitored. Paty provided an update on the digital platform that tracks our goals, performance objectives, strategies, and checkpoints.

#### **Key Points Discussed:**

- **Digital Platform and Checkpoints:**  
Paty explained how the platform is used to monitor progress toward campus goals,

which are ultimately aligned with the district's 8 overarching goals. Instead of gathering feedback from everyone individually, the team will review progress checkpoints at specified intervals (November, January, March) and use evidence to track success. Checkpoints are not intended to be exhaustive but should offer a snapshot of progress.

- **Performance Objectives & Strategies:**

For each goal, there are specific performance objectives. For example, Goal 1's performance objective focuses on increasing writing proficiency across K-5.

Strategies to meet this objective include integrating semantic maps and vocabulary-building techniques like anchor charts. Evidence of progress will be collected through weekly PLC meetings, walkthroughs, and formal observations. Each strategy has a specific timeline for review and checkpoints.

- **Alignment with District Goals & Campus Improvement Plan (CIP):**

Strategies and performance objectives are tied to one of the 8 district goals. The team worked to eliminate duplicate strategies from previous plans, consolidating them where appropriate. A focus is placed on monitoring the effectiveness of these strategies, using clear evidence like walkthroughs and PLC notes. Performance data will be tracked through the year, with checkpoints in November, January, and March.

- **Problem Statements & Root Causes:**

The campus has identified three priority problem statements based on a needs assessment. These include:

1. **Increase in special education students:** The campus has seen an increase in students qualifying for special education services, driven by changes in qualification laws and an increased demand for services.
2. **Academic growth in African American students:** While there is progress, there are concerns around student behavior and engagement in math.
3. **Special education students not meeting academic goals in math:** Issues with staff shortages, scheduling conflicts, and missed Tier 1 instruction continue to impact student performance.

- **Evidence & Documentation:**

Evidence of progress will be documented and reviewed regularly to ensure strategies are having the intended impact. Paty emphasized the importance of being able to show evidence when asked and ensuring the data aligns with the performance objectives.

- **Next Steps:** The Plan for Learning will be presented to the Board today for review. Checkpoints are due next week (Friday). There will be a follow-up meeting to review feedback and make adjustments as needed.

**Questions & Feedback:** The team was asked to review the plan and provide feedback on the evidence required for each checkpoint. Paper copies of the document will be distributed for further review.

**MOY MAP WINDOW:** Dec 2nd-17th

**MOY AIP'S/MTSS UPDATES:** Due by January 17th

### **MOY MAP Window:**

- MOY MAP assessments are critical for tracking student progress from the beginning of the year to mid-year. These assessments provide valuable data on where students stand at the halfway point and help inform instructional adjustments.
- The goal is for students to show growth by mid-year, but the data from these assessments will highlight areas where students may need additional support or intervention.
- Teachers are encouraged to use this data to guide their instructional approach, ensuring that any gaps in student learning are addressed promptly.

### **2. AIP's and MTSS Updates:**

- **AIP:** For students who did not meet Star assessment expectations, December (and possibly January) is the time to revisit their AIP plans. Updates should include evidence of student progress and adjustments to strategies being implemented.
- **MTSS** For students in MTSS, updates to their plans are also required. This includes documenting the interventions currently in place and assessing the effectiveness of those strategies.
- Both AIP and MTSS updates should be brief but reflective of the current status and next steps in student support.

### **Next Steps:**

- **Update AIP and MTSS plans:** As it is the middle of the year, it's time to update these plans with progress information and make any necessary

adjustments. Ensure updates are made in Skyward by the designated timelines.

- **Review MAP data:** Analyze the mid-year MAP data to assess student progress and identify areas where instructional adjustments are needed to meet student needs.
- **Consult Lauren for Skyward assistance:** If unsure of how to navigate Skyward or update plans, reach out to Lauren for guidance.

#### **SKYWARD, A CENTRAL LOCATION:**

- All AIP and MTSS plans, along with updates and progress monitoring, are now stored in **Skyward**. If staff members are unsure where to locate or update these plans, they should reach out to Lauren for assistance.
- Skyward serves as the central hub for tracking these plans, ensuring that all data is accessible and up to date.

#### **ATTENDANCE:**

- **Attendance Dip Post-Halloween:** The attendance for Monday, Friday (after Halloween), and the Monday of the previous week were notably low, with a significant drop to around 83%. This was attributed to several factors, including the day after Halloween and the early release day prior to the Election Day student-staff holiday.
- **Impact on District Average:** The low attendance was a district-wide issue, not limited to just our campus. It was noted that these dips affected the overall attendance average, but they were particularly pronounced at the high school level where students opted not to attend school.
- **Goal of 95% Attendance:** The campus goal remains to achieve an attendance rate of **95.6% or higher**. While these recent low-attendance days will negatively impact the average for the remainder of the year, the focus is on pushing forward to recover and meet the attendance goal.
- **Next Steps:** Despite the setback, it is crucial to keep pushing to improve attendance and get back on track toward meeting the target.

#### **CALENDAR AND FUTURE EVENTS:**

- **School Dance:** Will be held on **February 21st**, with details to be confirmed closer to the date.

- **Thanksgiving Luncheon for Next Week (Thursday, November 16th):** Will follow an early release schedule. It is a 30-minute specials sessions.
- **December 20th - Wrap-up Day:** On Friday, December 20th, there will be a wrap-up session for teams who haven't yet met with their lower grade level counterparts. This is a chance to get paired up and finalize things before the break.
- **January 27 -31<sup>st</sup> Bookfair**
- **Fourth Grade Watering Hole November 15:** Nachos during lunch.
- **Second Grade Watering Hole (January 6th):** "Rosca de Reyes" cultural tradition of the **Rosca de Reyes** (Three Kings Day) from Mexico and other countries. This will involve a fun activity with plastic dolls inside the "rosca" (cake)
- **Wax Museum (November 20th-21st):**  
The **Wax Museum** for students will take place on **November 20th and 21st**, from **8:00 to 8:30 AM**. Parents are invited to attend and participate.
- **12 Days of Christmas:**  
Specific activities like the **12 Days of Christmas** event are still being finalized.

#### QUESTIONS:

#### **Kinder and 1st Grade Question (Festival Funds):**

- **Festival Funds Use:**  
There was a question about how the funds raised during the festival could be spent. The response clarified that any purchases must follow the same protocol as other school funds and align with school goals. Funds cannot be used for personal items. For example, Amazon purchases are allowed, provided they are for school-related needs. Any purchase that might fall under restricted categories (e.g., furniture) should be checked with Mary for approval.

#### **Second Grade Inquiry (12 Days of Christmas):**

- **School-Wide 12 Days of Christmas:**  
A proposal was made to expand the **12 Days of Christmas** to a school-wide event, including themed days. The main concern was to ensure all grades and staff are aligned to avoid conflicting events. The suggestion was well-received, and the next step will be to coordinate and finalize details to ensure consistency and avoid confusion.

#### **Past Issues with Misalignment:**

- **Coordination of Activities:**

It was noted that in previous years, there were issues with uncoordinated initiatives during the 12 Days of Christmas, which led to confusion among staff and parents. Specifically, staff events sometimes didn't align with student activities, causing difficulties, especially when activities were not developmentally appropriate. The plan moving forward is to better align activities across all grade levels and ensure that they are suitable for all involved.

### **Suggestions for School-Wide Activities:**

- **Fun and Inclusive Activities:**

Ideas were discussed for school-wide activities that could be fun and engaging for both students and staff. One suggestion was a "wear your favorite holiday shirt" day. The goal is to make the activities inclusive, fun, and easy to manage, without requiring the distribution of items.

### **Grinch Event:**

- **Parent Volunteer for Grinch Event:**

A parent volunteer has offered to organize the **Grinch event** again this year. There was interest in involving the entire staff in this event. Confirmation and details will be provided in the coming weeks.

### **Specials and Other Concerns:**

- **Specials Issues:**

There were some concerns raised about how **specials** (e.g., activities or events) are being handled across the school. However, the specific details of these concerns were not fully discussed during this portion of the meeting and will likely be addressed in future discussions.

- **Staff Christmas Party:**

- **What to Bring:**

For the **Christmas Staff Party**, appetizers will be provided.

### **WiFi Issues:**

- **Work Order for WiFi:**

There was a question about whether a work order has been placed to address the ongoing **WiFi issues** at the campus. It was suggested to submit a work order to determine if the issue is campus-specific or district-wide. Although the Madison hub was repaired, it has not resolved the connectivity issues.

### **Santa Visit:**

- **Santa's Arrival:**

**Santa** will be visiting the school again this year, and confirmation was given that he is already scheduled to come.