

FCT Facilitator Meeting Minutes

January 25, 2022

- **CEPA Scoring Collection** - The question was asked how to communicate CEPA results
 - In Focused Collaboration Meeting Minutes
 - Or, directly to Bea
- **Focused Collaboration Best Practices**
 - FC is a system, district, and school improvement area. In order to share best practices, we will reach out to teams to share/celebrate successes during each faculty meeting
 - Question to consider: What is our team doing really well that impacts how we operate each Thursday?

November 23, 2021

- **Running Record Discussion**
 - Adjustments for consistency in scoring.
 - Levels A-J are given one on one with comprehension questions to follow. There are 8 comprehension questions to choose from. Before the running record is administered, we are asking that the FCTs select only 4 of those questions.
 - Sheila handed out the [W Running Record Guide for Informal RRs.docx](#)
 - Level K and above are the passages split into 3 sections. Because there are only three sections, only 3 students should be in a group if given in a group setting. Some have 2 questions and some have 3.
 - Please be sure to get a complete answer for the comprehension questions. A complete answer requires several pieces. Focusing on comprehension accuracy is important.
 - [PDF DoDEA Reading Proficiency Expectations Grades K-8.pdf](#)
 - Located in the filing cabinets outside of the reading room and available in our shared folder drive. If you get the last copy out of the folder, please let the Reading Team know.
 - Running Record for kindergarten will take place in Q3. First and Second Grade Q2 and Q3.
 - Window for 1st and 2nd Grade: Dec 1st - January 13th (complete struggling readers by December 13th)
 - If you are a 2nd grade teacher and need additional 1st grade or 3rd grade materials, please see the Reading Team.
- **CEPAs**
 - CEPAs are a measure of assessing our growth connected to modeling and reasoning- MTP #4 and MTP #2.
 - It is optional to enter the scores, not optional to give the assessment. The reason we are collecting the overall numbers of students below, approaching, or meeting standards is to help us connect the data to our action plan.
 - The 3 stack protocol naturally occurs during focused collaboration. Leaders will log FCT's total number of students below, approaching, or meeting expectations in FC Minutes by the end of each unit.
 - **UPDATE:**
 - We need to calibrate the assessment, administration, and scoring of the CEPAs. To do this effectively, we will begin collecting Unit 4 CEPA data for 1st and 2nd grade, **NOT Unit 3**. Kindergarten **will** start with Unit 3 CEPA data.
 - After rich conversations with FCT Facilitators, the 2nd grade asked to bring this to their grade level to get everyone's input on how we will score the assessment. Admin agreed that it is right to take our time and do this correctly.

- **Bea and teams will calibrate during December Grade Level Meetings**
- In order for Bea to attend all grade level meetings, we will adjust the December meeting dates:
 - Monday, December 13 - Kindergarten
 - Tuesday, December 14- First
 - Wednesday, December 15- Second
- It is recommended that FCTs preview CEPAs prior to December's grade level meeting. Consider dividing and conquering between FCTs.
- Bea will touch base with 1st and Kinder next week.
- Discussion: Previously we've used CEPAs instructionally. Has that changed? We do not want to see students struggle and experience frustration. Team Facilitators agreed that we need to administer the CEPAs with a common protocol. Suggested protocol to be reviewed with FCT Facilitators:
 - We will approach the assessment positively with students and remind them in kid-friendly language that this is not a high stakes test
 - Suggestion was made to give the CEPA in small chunks and not all at once if the determined assessment is lengthy
 - Utilize small groups
 - We want to be able to measure progress, teachers should not be assisting with test items
- **Focused Collaboration Training**
 - Training will take place on 12/2 from 0800 to 0845
 - Conducted via MS Teams
 - Link will be placed in the weekly updates
 - Training purpose- Identify shifts, behaviors, and actions associated with the stages of focused collaboration
 - Roles to be filled
 - Timekeeper (Melissa Driscoll),
 - Chatbox moderator (Kristine Fontaine)
 - Tech Driver (Sharita Morris)
- **Updated FC Minutes/Agenda Form**
 - Several team members reported that the updated minutes/agenda form is more user friendly than originally anticipated
 - Ms. Driscoll reported that the following document helped her team significantly:

 **1b_JourneyExcellence 2.0__handout FIN (1).pdf**
 - Document will also be placed in weekly updates
- **Follow Up Actions:** Info about CEPA protocol and commonality

September 28, 2021

- Natalie informed facilitators that the overall EDC budget for Europe has been cut. RES has \$10,000 less. Our facilitators will be paid the contract amount for 1-19 hours, less than they were paid last year. We will be requesting additional funds after Europe East finalizes their budget.
- Facilitators reviewed the focused collaboration portion of our Action Plan. Highlights:
 - To move us through the teaching and learning cycle, teams will set and monitor SMART goals.

- District leadership has plans to offer facilitator training connected to the use and analysis of data.
- We reviewed/discussed setting SMART goals.
- Natalie shared the DRAFT FCT minutes/agenda form with FCT Facilitators. She asked for comments and feedback for improvement. The form is still in the works.