

Tab 1

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Blank Agenda

Date:			
Attendance: n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: n/a ▾ Co-Facilitator: n/a ▾ Note Taker: n/a ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾		
Objective:			
Agenda Items: • Calendar • District Visit • Field Trip •			
Notes: • Strengths and needs			
Task/Decisions	Team Member	Due Date	

Resources and Communiques:			
UPDATES:			

5/21/26

Date: 5/21/26			
Attendance: Nanes ▾ Del Mundo ▾ n/a ▾ Brown ▾ n/a ▾ n/a ▾ Chon ▾ n/a ▾ Moeser ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Moeser ▾ Co-Facilitator: n/a ▾ Note Taker: n/a ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾		
Objective:			
Agenda Items: - Calendar - Plans for next year			
Notes: - Committees for - Day Trips and Overnight Trips - Field Day - Celebrations			
Task/Decisions	Team Member	Due Date	

Resources and Communiques:			
UPDATES:			

5/7/26

Date: 5/7/26		

Attendance: Enriquez ▾ Eboras ▾ Del Mundo ▾ Spencer ▾ Nanes ▾ n/a ▾ Chon ▾ n/a ▾ Moeser ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Nanes ▾ Co-Facilitator: Eboras ▾ Note Taker: Enriquez ▾ Back-Up Note Taker: Chon ▾ Time Keeper: n/a ▾		
Objective:			
Agenda Items: Calendar PPO result - Late May invite the Superintendent back			
Notes: - DNA to Brookhaven Labs on June 9th - What to see - objectives, student engagement (what are the signs, evidence of engagement) - Active engagement- stations as groups, gallery walk, engagement must be purposeful/relevant - Give students choice - Topic should be relevant, so students can relate Signs of student engagement: - Active listening to classmates - Students asking questions of each other Teacher moves: - Co-teacher charts, addresses vocabulary, pulls a small group			
Task/Decisions	Team Member	Due Date	

Resources and Communiques:			
UPDATES:			

Date: 4/28/26			
Attendance: Eboras ▾ Enriquez ▾ Del Mundo ▾ Moeser ▾ Brown ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Eboras ▾ Co-Facilitator: Moeser ▾ Note Taker: Enriquez ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾		
Objective:			
Agenda Items: Calendar			

● Field Trip ●			
Notes: ● Alignment of trips with crucial academic schedules. ● Four trips in one week should be spread out. ● Set a criteria for student qualification to join trips. ● IB pep rally at Franklin campus on Friday. Marching band will go with 7 IB students. ● Concern availability of support staff for coverage due absences of staff with no prior notice. Monday 16 teachers, Tuesday 18 teachers out.			
Task/Decisions	Team Member	Due Date	
Resources and Communiques:			
UPDATES:			

4/23/26

Date: 4/23/26		
Attendance: Del Mundo ▾ Chon ▾ Eboras ▾ Enriquez ▾ Brown ▾ Moeser ▾ Spencer ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Eboras ▾ Co-Facilitator: n/a ▾ Note Taker: n/a ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾	
Objective:		
Agenda Items: Senior scholarship		

Notes: • Strengths and needs Clear and concise procedures and policies on attendance and courses • Opportunities for counselors and teachers to meet Review			
Task/Decisions	Team Member	Due Date	
Resources and Communiques:			
UPDATES:			

4/21/26

Date: 4/21/2026			
Attendance: Chon ▾ Del Mundo ▾ Eboras ▾ Moeser ▾ Enriquez ▾ Spencer ▾ McAllister ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: n/a ▾ Co-Facilitator: n/a ▾ Note Taker: n/a ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾		
Objective:			

Agenda Items: • Calendar • Class of 2026 ○ Academic Progress (MP1) ○ Attendance ○ Intervention Strategies			
Notes: • Strengths and needs • Concern with senior students (failing marks, tardiness) • Counselors need to be in meetings with the ILT and Teacher PD's			
Task/Decisions	Team Member	Due Date	
Resources and Communiques:			
UPDATES:			

4/16/26

Date: 4/16/26			
Attendance: Chon ▾ Del Mundo ▾ Enriquez ▾ Brown ▾ Moeser ▾ McAllister ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: n/a ▾ Co-Facilitator: n/a ▾ Note Taker: n/a ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾		
Objective: Mock Regents Planning			
Agenda Items: Calendar			
Notes: - English Regents will be given 4/23 during period 3-7 for repeaters to take. - Moeser and Williams will grade them in house - A student raised concern about conflict with sports program on Saturday - Regents prep is starting, Brother's Building Block - How are we informing students and parents about the Mock Regents? - Information will be sent out to students about Saturday Regents Prep - Each department will plan how to grade the mock regents - Grades for seniors, when are they due for the 3rd marking period? - Can we do Karaoke on Monday's PD? (DelMundo / Chon) - Raised concern about students being pulled out of Regents class for mandated service			
Task/Decisions	Team Member	Due Date	

Deadlines for Senior Grades	McAllister	4/21/26	
Industry proctors needed for AOHT 4/27 and 5/1 NOCTE Exam	Spencer	4/23/26	
Resources and Communiques:			
UPDATES:			

4/14/26

Date: 4/14/26		
Attendance: Chon ▾ Del Mundo ▾ Eboras ▾ Moeser ▾ Enriquez ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Eboras ▾ Co-Facilitator: Chon ▾ Note Taker: Del Mundo ▾ Back-Up Note Taker: Chon ▾ Time Keeper: n/a ▾	
Objective: How to implement mock regents		
Agenda Items: • Calendar • District Mandate of Mock Regents		

Notes: • Strengths and needs • Mock Regents (April 23rd /24th) along with the MAP Growth Exams • MAP is May 18th • When do we grade? • How do we choose which students will take which test? ○ First time takers should take a mock exam for the experience ○ Decide how to grade the exam,engage the students in class with grading • What are we doing with the grades? • Biology, Global, Algebra1			
Task/Decisions	Team Member	Due Date	
Pick Date	Admins	4/23- 4/24	
	Global/ Algebra 1	4/23	
	Biology and Earth Science	4/24	
Resources and Communiques:			
UPDATES:			

3/26/26

Date: 3/26/26		
Attendance: Chon ▾ Eboras ▾ Enriquez ▾ n/a ▾ McAllister ▾ Moeser ▾ n/a ▾ Spencer ▾ n/a ▾ Del Mundo ▾ n/a ▾	Roll Call: Facilitator: n/a ▾ Co-Facilitator: n/a ▾ Note Taker: n/a ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾	
Objective:		
Agenda Items: • Calendar		
Notes: • Strategies to implement in the classroom ○ Scaffolds to be used 1) Framing of the lesson at the beginning (verbally and written) a) What are we going to learn? b) Why are we learning it? c) What is the agenda for today? d) How will we know that we learned? 2) Learning Objective tied to standards Lesson Plan Outline		
Task/Decisions	Team Member	Due Date

Resources and Communiques:		
UPDATES:		

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3/24/26

Date: 3/24/2026		
Attendance: McAllister ▾ Chon ▾ Del Mundo ▾ Eboras ▾ Enriquez ▾ Estrella ▾ Spencer ▾ Brown ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Eboras ▾ Co-Facilitator: McAllister ▾ Note Taker: Estrella ▾ Back-Up Note Taker: Brown ▾ Time Keeper: Del Mundo ▾	
Objective:		
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3/24/26

Date: 3/24/2026		
Attendance: McAllister ▾ Chon ▾ Del Mundo ▾ Eboras ▾ Enriquez ▾ Estrella ▾ Spencer ▾ Brown ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Eboras ▾ Co-Facilitator: McAllister ▾ Note Taker: Estrella ▾ Back-Up Note Taker: Brown ▾ Time Keeper: Del Mundo ▾	
Objective:		
Agenda Items: Review and finalize the instructional focus: <i>Teachers will design learning experiences that promote deep thinking and inquiry, amplify student voice, and maintain a welcoming, supportive classroom environment. Instruction will embed literacy strategies that help students read, write, discuss, and analyze complex ideas across all subjects.</i>		

- ***Plans/Steps in implementing shifts starting with the classroom environment including student engagement/participation.***
- ***Community Building Strategy (How often in a week?)***

Notes:

- Can we make the instructional focus brief?
- Already embarked on current pedagogical practice
- Why change the old one? (The old one was a product of collaborative thinking.)
- We can just add literacy strategies to the old one.
- Promote deep thinking and inquiry — review grading policies; grading policy must support instructional focus
- Review AI usage
 - NYCPS [Guidance on AI Use](#)
- policies or create guidelines if we don't have one
- Suggested to conduct PD's on AI
- April 1st events: teacher swap, unannounced tests, food for the students;
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Date: 3/17/26		
Attendance: McAllister ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: n/a ▾ Co-Facilitator: n/a ▾ Note Taker: n/a ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾	
Objective:		
Agenda Items: • Calendar •		
Notes: •		
Task/Decisions	Team Member	Due Date
Resources and Communiques:		

UPDATES:

3/10/26

Date: 3/10/26		
Attendance: Brown ▾ Chon ▾ Del Mundo ▾ Estrella ▾ Eboras ▾ Moeser ▾ McAllister ▾ Nanes ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Nanes ▾ Co-Facilitator: Eboras ▾ Note Taker: Chon ▾ Back-Up Note Taker: Del Mundo ▾ Time Keeper: Brown ▾	
Objective:		
Agenda Items: • Calendar		
Notes: Coaching ○ ISS ○ Science MAP Data ○ Progress in each grade level ○ Least progress in 10th grade ○ ML need a push; vocabulary, central idea, structure		
Task/Decisions	Team Member	Due Date

Resources and Communiques:		
UPDATES:		

3/5/26

Date:		
Attendance: Brown ▾ Chon ▾ Del Mundo ▾ Eboras ▾ Moeser ▾ Spencer ▾ Nanes ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Nanes ▾ Co-Facilitator: n/a ▾ Note Taker: n/a ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾	
Objective:		
Agenda Items: • Calendar		
Notes: • PPO visit 3/11/26 ◦ Instructional Focus • Professional Development ◦ ISS-Coach meeting on Mondays with ISS teachers ◦ Science-Mosaic is coming in to work with science teachers ◦ PBL set up		
Task/Decisions	Team Member	Due Date
Ask Ms. Baez check in with Mr. Daniel	Nanes	3/5/26

Resources and Communiques:		
UPDATES:		

2/24/26

Date: 2/24/26		
Attendance: Del Mundo ▾ Eboras ▾ Enriquez ▾ McAllister ▾ Moeser ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: McAllister ▾ Co-Facilitator: n/a ▾ Note Taker: Enriquez ▾ Back-Up Note Taker: Del Mundo ▾ Time Keeper: Moeser ▾	
Objective:		
Agenda Items: • Calendar		

Notes:

- Discussed about the credit recovery program (successful)
- Concern about Science Lab not possible during credit recovery program.
- Springbreak may allow students to make up for the science lab (% Ms. Ognibene, Ms. Irikura);
- Lab will be focused on Biology, 2 investigations during the break
- Springbreak Program: 5 Saturdays, 5 regular days, 9AM - 2PM

Task/Decisions	Team Member	Due Date
Resources and Communiques:		
UPDATES:		

2/12/26**Date: 2/12/26**

Attendance: Chon ▾ Del Mundo ▾ Eboras ▾ Enriquez ▾ McAllister ▾ Estrella ▾ Nanes ▾ Moeser ▾ Spencer ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Nanes ▾ Co-Facilitator: n/a ▾ Note Taker: Moeser ▾ Back-Up Note Taker: Chon ▾ Time Keeper: Estrella ▾	
Objective:		
Agenda Items: Calendar		
Notes: Reviewed Map Growth missing list–remaining students will be flagged together. ELA teachers will send an updated list to Ms. McAllister		
Task/Decisions	Team Member	Due Date
Revise Map Growth Missing List	Moeser	End of day

Resources and Communiques:
UPDATES:

2/10/26

Date: 2/5/26		
Attendance: Del Mundo ▾ Enriquez ▾ Eboras ▾ Moeser ▾ McAllister ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: n/a ▾ Co-Facilitator: n/a ▾ Note Taker: Moeser ▾ Back-Up Note Taker: Eboras ▾ Time Keeper: Estrella ▾	
Objective:		
Agenda Items: • • Attendance Meeting • Attendance Plan–Woop plan •		
Notes: • Reframe conversations around attendance with students • 18 days= chronically absent • Next year, preventable attendance strategy– allot 10 days for students and have them document/punch in days out. • Daily attendance tracker		
Task/Decisions	Team Member	Due Date

Resources and Communiques:
UPDATES:

2/5/26

Date: 2/5/26		
Attendance: Chon ▾ Del Mundo ▾ Enriquez ▾ Eboras ▾ Nanes ▾ Spencer ▾ Moeser ▾ Brown ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: n/a ▾ Co-Facilitator: n/a ▾ Note Taker: Moeser ▾ Back-Up Note Taker: Chon ▾ Time Keeper: Spencer ▾	
Objective:		
Agenda Items: • Lunar New Year • Attendance Meeting • Attendance Plan–Woop plan •		

Notes:

- Reframe conversations around attendance with students
- 18 days= chronically absent
- There is a discrepancy between cass machine scans and GAMA attendance–school is working on assuring data is accurate
- 3rd period attendance should be done asap–turnaround of attendance is of high importance
- Next year, preventable attendance strategy– allot 10 days for students and have them document/punch in days out.

Task/Decisions	Team Member	Due Date

Resources and Communiques:**UPDATES:****1/29/26****Date: 1/29/26**

Attendance: Chon ▾ Del Mundo ▾ Enriquez ▾ Eboras ▾ Brown ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Eboras ▾ Co-Facilitator: n/a ▾ Note Taker: Del Mundo ▾ Back-Up Note Taker: Chon ▾ Time Keeper: Spencer ▾	
Objective:		
Agenda Items: • Calendar • Edmentum		
Notes: • Graduation Requirements FAQs • Parent meetings in person to discuss how important the edmentum program • How do we get parents engaged? Celebrating events for Academics. • Who is our parent coordinator?		
Task/Decisions	Team Member	Due Date

Resources and Communiques:
UPDATES:

1/27/26

Date: 1/27/26		
Attendance: Chon ▾ Del Mundo ▾ Enriquez ▾ Nanes ▾ Moeser ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Nanes ▾ Co-Facilitator: n/a ▾ Note Taker: Moeser ▾ Back-Up Note Taker: Chon ▾ Time Keeper: Chon ▾	
Objective:		
Agenda Items: • Metacognition; Framework; Strategies • Calendar		
Notes: • Add PD plans • Overview of Regents • Graduation Requirements FAQs		
Task/Decisions	Team Member	Due Date

Resources and Communiques:
UPDATES:

1/15/26

Date: 1/15/26		
Attendance: Chon ▾ Del Mundo ▾ Eboras ▾ Enriquez ▾ Moeser ▾ n/a ▾ Spencer ▾ Brown ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Eboras ▾ Co-Facilitator: Moeser ▾ Note Taker: Chon ▾ ☐ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾	
Objective:		

Agenda Items: 1. Instructional focus 2. Grade-level meetings  SDC Calendar SY25-26		
Notes: • Grade- level meetings could be done during 2nd Monday's of each month ○ Discuss student progress ○ Case study of student data ○ Planning assessment schedule ○ Attendance ○ Supports for each class • Grading policy ○ Further discussion about appropriate use of NX and NS instead of 55 for students who has not submitted any assignments • Guidance counselors should be required to attend our Monday PD's to work together as a team. Supports are needed from guidance counselors/attendance teacher to help teachers with students who are LTA's		
Task/Decisions	Team Member	Due Date
Resources and Communiques:		

UPDATES:

1/8/26

Date: 1/8/2026		
Attendance: Chon ▾ Brown ▾ Enriquez ▾ Estrella ▾ Moeser ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Chon ▾ Co-Facilitator: Moeser ▾ Note Taker: Chon ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾	
Objective: Create an Agenda for Monday PD		
Agenda Items: - On Monday, January 12th, please include in the agenda: 10 minutes for a history teacher to give a brief lesson (Mr. Whiston/Mr. Heegle are working on it) - Announce when grades are due and when report cards will be given to students. - Mr. Bartoldus will review the procedure AND best practices for Regents proctoring. Please have ready the instructions that will go with each Regents—there should be a set of general common instructions and then a few instructions for tests that may need additional steps. Subject area teams should meet to discuss any additional procedures to include in the instructions for their exam.		

Notes:

- Noting which is being used to drop off exam for each subject ares
 - Social Studies- 406
 - Science- 453
 - ELA- 440/406
 - Math-453
- Grades Due January 21st
- Most Edmentum students are taking Regents

Task/Decisions	Team Member	Due Date
Resources and Communiques:		
UPDATES:		

1/6/26

Date: 1/6/26		
Attendance: Spencer ▾ Chon ▾ Eboras ▾ Enriquez ▾ Del Mundo ▾ Moeser ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Del Mundo ▾ Co-Facilitator: Spencer ▾ Note Taker: Nanes ▾ Back-Up Note Taker: Del Mundo ▾ Time Keeper: Enriquez ▾	
Objective: January Regents and 3rd Marking Period Planning		
Agenda Items:		
Notes: • MAP Growth in ELA 1/7 - 1/9 • MAP Growth for Math, week of 1/12 • Exams graded in house • Issues with subs proctoring regents exams • Monday PD (1/12) Plan is proctoring overview • Edmentum review...not going well. • For Bartoldus to consider: Who needs to grade, who needs to proctor, can we release teachers to work on Edmentum? • NX grade for students in edmentum • Bartoldus 12th PD Regents protocol • Collector to take exams		
Task/Decisions	Team Member	Due Date
3rd MP Grades, due when?	Moeser	Today
Regents schedule will be posted—check with Bartoldus	Moeser	Today

When is the teacher survey going out to determine proctoring schedule?	Moeser	Today
Edmentum discussion with McAllister		
Resources and Communiques:		
UPDATES:		

12/18/25

Date: 12/18/25		
Attendance: Del Mundo ▾ Chon ▾ Enriquez ▾ McAllister ▾ Spencer ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Spencer ▾ Co-Facilitator: Del Mundo ▾ Note Taker: Chon ▾ Back-Up Note Taker: Enriquez ▾ Time Keeper: n/a ▾	
Objective:		
Agenda Items: • Math/ELA Map Growth Exams • January 2026 Regents Schedule		
Notes: • Math Mock exam was completed today • Teachers need scantron sheets and it must be ordered • New scantron machine is in Ms. Clyde's room • English mock regents results are still scoring and tabulating results • ELA/Math Map growth exams will be taken on January 7th-January 9th • When is the 3rd marking period grades due?		
Task/Decisions	Team Member	Due Date
T: Order Scantron sheets	McAllister	
T: Generating parent letters for regents to be sent home 1. Copy to students	McAllister, Eboras, and Bartoldus with lead this effort	By Monday, January 12th

and copies mailed home		
T: Schedule for Regents	Spencer will lead efforts for Mr. Rahman to print	By Monday, January 5, 2025
Resources and Communiques:		
 HSEBT Internal Calendar 2025-2026		
UPDATES:		

12/16/25

Date: 12/16/25		
Attendance: Enriquez ▾ Chon ▾ Brown ▾ Moeser ▾ McAllister ▾ Eboras ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Eboras ▾ Co-Facilitator: Chon ▾ Note Taker: n/a ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾	
Objective:		
Agenda Items: Mock ELA and Math		
Notes: Winter Dance - no clear guidelines yet No list yet Ask Ms Clyde • 4 assignments—maybe choose 6 critical and give students the option to choose which 4 of the 6 to be graded. • Go guardian—look into purchasing		
Task/Decisions	Team Member	Due Date
Grade Mock	McAllister and ELA Department	Before Break
Speak to COSA about dance	Ms. McAllister	

Resources and Communiques:
UPDATES:

12/9/25

Date: 12/9/25		
Attendance: Estrella ▾ Eboras ▾ Del Mundo ▾ Chon ▾ McAllister ▾ Moeser ▾ Brown ▾ Enriquez ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Eboras ▾ Co-Facilitator: Moeser ▾ Note Taker: Del Mundo ▾ Back-Up Note Taker: Estrella ▾ Time Keeper: Chon ▾	
Objective: Develop a plan to monitor the 3-Reads progress		
Agenda Items: ● Debrief on Monday's PD ● What evidence based assessments can we use to monitor the 3-Reads progress? ○ Assessment questions ○ Referencing the text when providing evidence ○ Annotations ● How will we share/address the data from the ELA mock as a school?		
Notes: ● In math, there may be a need extra scaffolds needed for certain students. ● Reading for understanding is needed for all subject areas ● Discussing about the 3 reads, as shown during the PD ● How 3 reads being implemented in social studies, english, science and math ● The main idea to for students to understand the language ● Relevance (purposeful use) of the anchor charts ● Third read should show whether or not they understand the text and/or met standards ● Mock exams (Friday / Saturday) - only in English Classes, 2 periods ● 80 students for the Saturday Mock Regents (Junior / Senior who failed and scheduled to take Regents in January)		

- https://www.smartpass.app/hall-pass?utm_term=smart%20pass%20app&utm_campaign=SmartPass+Brand+Campaign&utm_source=adwords&utm_medium=ppc&hsa_acc=2770098254&hsa_cam=22813708269&hsa_grp=183819067178&hsa_ad=765260843702&hsa_src=g&hsa_tgt=kwd-770991659757&hsa_kw=smart%20pass%20app&hsa_mt=b&hsa_net=adwords&hsa_ver=3&gad_source=1&gad_campaignid=22813708269&gbraid=0AAAAACw-35usNQO6YmvPKrkXri5qtEVNk&gclid=EAlaIQobChMlie_M94y2kQMVCWtHAR23oDGIEAAYASAAEgLeBPD_BwE
-

Task/Decisions	Team Member	Due Date
D: In class, standards related exams will be given in English classes this week and will be compared to June Regents and MAP assessment.	All ELA Teachers	
D: ELA teachers and McAllister is meeting		
Resources and Communiques:		

UPDATES:

A. Hallway walkers

1. Use smartpass (Spencer)
2. Whoever uses the bathroom, signs a bathroom log by the bathroom door
3. The Leadership Program will be used to address hallway walkers
- 4.

12/4/25

Date: 12/4/25			
Attendance: Brown ▾ Chon ▾ Eboras ▾ Enriquez ▾ Chon ▾ Estrella ▾ Nanes ▾ Spencer ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Nanes ▾ Co-Facilitator: Eboras ▾ Note Taker: Moeser ▾ Back-Up Note Taker: Estrella ▾ Time Keeper: Estrella ▾		
Objective: Continue with planning for SDC Calendar and Monday PD			
Agenda Items: ☒ ILT Team and Meeting Frequency ☐ Monday PD ☐ SDC  SDC Calendar SY25-26			
Notes: - Teachers are supposed to have c6 as common planning. Elect members that do not have another C6 responsible to ensure availability for meeting participation. - Members have the option to opt now and switch with another department member if ILT is impacting their job responsibilities. - Teachers can swap to accommodate their lunch, common planning, and preps on ILT days. - Revisit structure for Science - Next step–Possible focus on metacognition? Date analysis of ELA mock assessment? Tracking? - Data 1: Review how we are implementing the 3reads? The frequency? With fidelity? - Data 2- The impact? Engagement? Reading comprehension? Which data are we assessing? Ideas- Compare each 3read assignment, comparing comprehension on exams to a previous exam...Are students applying the 3reads strategies when reading on their own? Everyone brings in one 3reads assignment to compare how 3reads went ect. Then move into how we can evaluate and monitor data to			

track effectiveness and progress. We have to come up with a system to track the impact of 3-reads.			
Task/Decisions	Team Member	Due Date	
D: Monday PD on Impact of the 3 Reads	ILT Leads	12/8/25	
Resources and Communiques:			
UPDATES:			

12/2/25

Date:12/2/25		
Attendance: McAllister ▾ Estrella ▾ Spencer ▾ Moeser ▾ Nanes ▾ Del Mundo ▾ Brown ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roll Call: Facilitator: Nanes ▾ Co-Facilitator: McAllister ▾ Note Taker: Moeser ▾ Back-Up Note Taker: Estrella ▾ Time Keeper: Spencer ▾	
Objective:		
		• SDC Schedule Tracker
Agenda Items: Anchor Charts Review SDC		
Notes: Review Anchor Charts: • Share resources early for new teachers • Ensure teachers are creating anchor charts with students • SDC 📅 SDC Calendar SY25-26 Poster maker needs ink **Update the outer room to be family friendly for parent meetings** Ensure ink for copiers		
Task/Decisions	Team Member	Due Date

Resources and Communiques:		
UPDATES:		

11/26/25

Date:11/26/25		
Attendance: Enriquez ▾ Chon ▾ Spencer ▾ Del Mundo ▾ Estrella ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾ n/a ▾	Roles: Facilitator: Spencer ▾ Co-Facilitator: n/a ▾ Note Taker: n/a ▾ Back-Up Note Taker: n/a ▾ Time Keeper: n/a ▾	
Objective: Discuss and complete SDC Tracker		
Agenda Items: 3 Reads Check-in + next steps  3 Reads Protocol - Review  EBT Instructional Walkthrough Tool		

- [SDC Schedule Tracker](#)
- **Pathway of 3-reads—what is next?**

Notes:

- CTE: Updating the walkthrough to match the next-generation standards
- Visit Mr. Whiston's room for anchor charts and visual aids
- Gallery Walk during PD within the room
- What questions to ask: Notice and Wonder
- How can you use this in your class or instruction?

- Notes:**

 - CTE: Updating the walkthrough to match the next-generation standards
 - Visit Mr. Whiston's room for anchor charts and visual aids
 - Gallery Walk during PD within the room
 - What questions to ask: Notice and Wonder
 - How can you use this in your class or instruction?

Task/Decisions	Team Member	Due Date
Resources and Communiques:		
UPDATES:		

11/20/25

Date:11/20/25		
Members Attendance Principal: Nanes AP: Eboras AP: McAllister English: Moeser SS: Chon* Math: Del Mundo Science: Enriquez* ELL: Estrella ISS: Brown CTE: Spencer*		*Note Taker
Objective: To check in with the 3 Reads progress in the classrooms and review EBT Instructional Walkthrough tool		
Agenda Items: • 3 Reads Check-in + next steps  3 Reads Protocol • Review  EBT Instructional Walkthrough Tool • SDC Schedule Tracker • Pathway of 3-reads–what is next?		
Notes: • Math is incorporating 3 reads • Science- Chemistry does not have a longer text that they can use,but can use it for pre-lab lesson and bring it with them next day to lab • Focus on building skills and vocabulary in the classroom		
Task/Decisions	Team Member	Due Date
Science will start using 3 reads in their classes asap	Ms. Enriquez	ASAP

Resources and Communiques:		
UPDATES:		

11/17/25

Date:11/17/25		
Members Attendance Principal: Nanes AP: Eboras AP: McAllister English: Moeser* SS: Chon* Math: Del Mundo Science: Enriquez ELL: Estrella ISS: Brown CTE: Spencer		*Note Taker
Objective:		
Agenda Items: • EBT Focus Group Tracker • SDC Schedule Tracker		
Notes: • ELA department will finish EBT focus group tracker data input by this Thursday when they meet. Teachers only have access to their students' information.		
Task/Decisions	Team Member	Due Date
Complete EBT focus group input	Moeser and ELA department Science	This Wednesday Add Ognibene's students'
D: ELA practice 3 reads	ELA teachers are practicing 3 reads this Wednesday and Thursday among themselves	Week of 11/17/25 You can visit English teachers next week for intervisitation

Resources and Communiques: https://www.nycenet.edu/studentprofile/StudentSearch/StudentSearchAdmin Use NYENET as well for student profile		
UPDATES:		

11/13/25

Date: 11/13/25		
Members Attendance Principal: Nanes AP: Eboras AP: McAllister English: Moeser* SS: Chon* Math: Del Mundo Science: Enriquez ELL: Estrella ISS: Brown * CTE: Spencer		*Note Taker
Objective: Complete EBT Focus Group Tracker		
Agenda Items: EBT Focus Group Tracker SDC Schedule Tracker		
Notes: - Validity of Map Growth Assessment - The map growth uses RIT score and is used nationwide. Also the exam is used at the beginning, middle and end of year. - Is it possible to schedule the map growth to block out 2 periods? - What about those students who are absent that day? - Some students take almost a week to complete the map growth		
Task/Decisions	Team Member	Due Date
D: Make growth week important, have teachers discuss their test results	All teachers	By next Map growth week
D: Create a make up room for those students who take	Eboras	By next MAP growth week

longer than 3 days		
Resources and Communiques:		
UPDATES:		

11/6/25

Date:11/6/25

Members Attendance

Principal: Nanes

AP: Eboras

AP: McAllister

English: Moeser

SS: Chon

Math: Del Mundo

Science: Enriquez

ELL: Estrella *

ISS: Brown

CTE: Spencer *

***Note Taker**

Objective: Focus Group Tracker

[CEP Goals](#)
[BKNHS PMT](#)
[Tier 1 ELA PD](#)
[MTSS Implementation](#)

[EBT Election Day](#)
[PD](#)

Agenda Items:

- Team structures (ILT leads)
- Reflect on Election Day PD (Grows and Glows)
- Review [EBT Focus Group Tracker](#)
- 3-Reads Progress

 3 Reads Template

*ELA Department will invite staff in third week of November (Date TBA)

Notes:

- Glows: Breakout rooms. Sharing reads and learning how it appears within specific contents. Hearing what other teachers implement in their classes. Grow: More time to visit other rooms.
- We should administer Mapgrowth as a mock exam—one full day—rather than over 3-4 days
- Cohort 2= 12, Cohort 3=11, Cohort 4= 10, Cohort 5=9.

Task/Decisions	Team Member	Due Date
T: Enter the names of students for each department in the Focus Group Tracker	All ILT Team Members	11/13/25
T:Speak with the department to implement 3 reads once a week.	All Teachers	11/13/25

Resources and Communiques:**UPDATES:**

10/30/25

Date: 10/30/25			
Members Attendance Principal: Nanes AP: Eboras AP: McAllister English: Moeser SS: Chon Math: Del Mundo Science: Enriquez* ELL: Estrella* ISS: Brown CTE: Spencer		*Note Taker	
Objective: Look at data to identify our focus group students for subject departments			
CEP Goals BKNHS PMT Tier 1 ELA PD MTSS Implementation	Sample Task Tracker		
Agenda Items: ☒ Check in on 4 Assignment Progress ☒ Review PD Feedback  Monday PD Feedback 10/27/25 (Responses) ☒ Look at ISA and MAP data to identify focus students ☒ What are we doing next for 11/3 (ILT and PD), 11/4 ☐  Hamlet Soliloquy Reads Protocol			
Notes: - Check in on 4 assignment progress- - Confirmed all departments are adhering - Are students aware that they only need 4 assignments needed to pass? - Students ask if their work is being counted? Not doing the work affects the outcome of the 4 assignments. - Should feedback be given on assignments that are not graded? - Fear that students will not complete any work other than the 4 assignments since they are not being graded on anything else. In class assignments count towards			

- their classwork grade (overall grade for classwork).
- Can the 4 assignments be re-done for a higher score (especially for exams)? Will this affect the integrity of the exam?
- How will we pick our 10 students per department? Each teacher selects 2-3 students. Math = lowest 14th percentile.
-

Task/Decisions	Team Member	Due Date
T: Each department selects 10+ students; a couple from each teacher, records their baseline data and sets a goal. ILT will ensure the students are representative of our subgroups. Bring back up students.	All team members	Thursday, Nov. 6th
T. Create a spreadsheet of groups. Ensure there is a column of data used by the department.	All Team members	Thursday, Nov. 6th
D: Physical Education can turnkey Vaping Workshop to teachers and create a team to help with this issue	Ms. Eboras will discuss with Physical Ed teachers	
Resources and Communiques:		
UPDATES:		

Date: 10/28/25			
Members Attendance Principal: Nanes (Absent) AP: Eboras AP: McAllister English: Moeser* SS: Chon Math: Del Mundo Science: Enriquez ELL: Estrella ISS: Brown * CTE: Spencer		*Note Taker	
Objective: Reflect on 10/27 PD and Plan for upcoming Professional Development			
CEP Goals BKNHS PMT Tier 1 ELA PD MTSS Implementation			
Agenda Items: ☐ 4 Critical Assignments for 2nd marking period ☐ Calendar for PD’s and Department Meetings ☐ Look at ISA and MAP data to identify focus students			
Notes: Math/Science teachers are concerned about the CORE 4 assignments Deadline to submit CORE for MP2 is Oct 31, 2025 Teachers should focus on what classroom instruction are you providing to the students			
Task/Decisions	Team Member	Due Date	
D: Meet with Ms.Nanes on next ILT meeting for Math/Science	All Team Members	10/31/25	
T: Each Department will meet choose a focus group of students for a subject area and but the information into the tracker for growth	Each Team Member	11/6/25	

Resources and Communiques: June 2025 ELA Regents Performance Algebra 1 2025 Regents Performance June 2025 ELA ISA June 2025 Algebra 1 ISA		
UPDATES: Next Meeting Focus Areas (10/30/2025): 1. Review ISA for Algebra 1 and ELA 2. Create focus groups for each department 3. Cross reference with students' MAP and Attendance data; check for alignment with Regents data 4. Identify areas of need 5. Development schoolwide/departmentwide instructional strategies		

10/23/25

Date: 10/23/25 Period 6		Attendance: Brown ▾ Chon ▾ Eboras ▾ Enriquez ▾ Del Mundo ▾ n/a ▾ Nanes ▾ Moeser ▾ Brown ▾ n/a ▾ n/a ▾
CEP Goals BKNHS PMT Tier 1 ELA PD MTSS Implementation		
Today's Meeting Objective: Planning for upcoming professional Developments		
Time	Minutes	Activity
	2	Roll-Call (inc roles) & Norms:
Roll Call: Facilitator: Moeser ▾ Co-Facilitator: Chon ▾ Note Taker: Estrella ▾ Back-Up Note Taker: Del Mundo ▾ Time Keeper: Brown ▾		2025/26 Norms- UPDATE - Be on time: 12:20pm. This time is held sacred. - Be present - The show must go on - Plan agenda in advance - Create next steps

	10	1. Review last week's next steps and discuss progress
		Notes
Which instructional goal should we prioritize for professional development using the survey sent out to teachers? - Intervisitations - Lesson plan structure to include reasoning for the instructional choices - Common language/ for tasks, x - Grade level meetings?		- Stress on the importance of coming to the meeting on time. - Priority on the ILT Assume positive intent Inquiry stance Assume collaborative stance Give positive feedback - Growth mindset

			Turnkey info to the department/team - Mention of Ancho Charts - Next steps at the conclusion of the meeting Expectations from ILT Meeting / MTSS / PMT - Progress monitoring Spoke about 3 Tiers Look at ISA Data, Algebra 1 and ELS Look at data and generate focus groups (struggling) Monitor progress of Tier 2																	
Nest steps:			Look at MAP and ISA data to identify focus students																	
	15	2. Create a timeline of future Professional Development																		
			Notes																	
<table><tr><th>Instructional Goal</th><th>Date (s)</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>			Instructional Goal	Date (s)															Team will like to conference with Ms. Names regarding 4 assignments.	
Instructional Goal	Date (s)																			

Next steps

Who	What	By when?
Chon and Moeser will lead the PD Moeser will create checklist	Reflect on the 4 assignments • Checklist list activity • Is it aligned to your subject area standards? • How effective were the assignments? Which standard did each assignment target? Bring in assignments and student samples	PD 10/27
• All teachers • One per department	• New syllabus due 10/31 • Calendar of dept.meeting days	10/31

10/10/25 and 10/15/25

Rolling Agenda for: ILT Team Meetings	
Date: 10/10/25 and 10/15/25	Attendance: Eboras ▾ Chon ▾ Del Mundo ▾ Enriquez ▾ Chon ▾ Moeser ▾ Brown ▾ Spencer ▾ Nanes ▾ n/a ▾ n/a ▾
Today's Meeting Objective: EBT Instructional Framework Goals 1. More of less a. Shorter text	

- b. Fewer transitions
- c. Rank content importance during planning (Data Driven)
- d. Grading policy

- 2. Reading Support
- 3. Discussion to make meaning and solve problems
- 4. Models for reference
- 5. Ongoing assessment of learning
- 6. Focus on metacognition Skills
- 7. Planning with student voice
- 8. Celebrate small wins

<https://www.nysed.gov/sites/default/files/danielson-teacher-rubric-2013-instructionally-focused.pdf>

<https://iaspireapp.com/resources/charlotte-danielson-framework-for-teaching>

Time	Minutes	Activity
	2	Roll-Call (inc roles) & Norms:
Roll Call: Facilitator: Chon ▾ Co-Facilitator: Moeser ▾ Note Taker: Brown ▾ Back-Up Note Taker: Enriquez ▾ Time Keeper: Del Mundo ▾		2025/26 Norms- UPDATE • Confidentiality • Take an inquiry stance • Ground statements in evidence • Assume positive intentions • Start and end on time • Stick to protocol and hear all voices • One voice at a time • Be here now • Rotation of roles

	15	Activity #1 1. Discuss with your partner and talk about what each Instructional goal would look like in the classroom 2. Share aloud with whole group
Notes:		Notes 10/15/25
Clarity: More of less Models for reference Metacognition Types of assessment		PD possibly on how to write a lesson plan and the rationale on why you decided to focus on the specific objective for the day.

Motivation:
Planning with student voice
Celebrate small wins

Learning Skills:
Reading Support
Discussion to Make Meaning/Problem Solving

Focus on one standard during each lesson

How can we make sure that students are taught the necessary content for the Regents as well as focus on skills needed for the exam?

How do we use terms like, claim, evidence and reasoning?

Teachers need to focus on learning and not executing the lesson. To be flexible and pivot from lesson so that teachers can see the students are learning.

See this [model agenda](#)

Also see this school’s ILT agenda (identity redacted)

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Copy of ILT / PMT Meeting Notes SY 25-26

[PMT](#)

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EBT Subgroup Tracker 25-26

Next steps

Who	What	By when?

	20	Activity #2 1. How do we help teachers achieve each instructional goal?
		Notes
1. More of less a. Shorter text b. Fewer transitions c. Rank content importance during planning d. Fewer assignments		structural
2. Reading Support		Inquiry
3. Discussion to make meaning to solve problems		Structural/Action Research
4. Models for reference		Structural Exemplars, anchor charts, rubrics, use old regents anchor papers or norming papers, memory aid
5. Ongoing assessment of learning		Inquiry
6. Focus on metacognition Skills		Structural/Action Research
7. Planning with student voice		Structural
8. Celebrate small wins		Structural
Next Steps: Which instructional goal should we prioritize for professional development using the survey sent out to teachers? • Intervisitations • Lesson plan structure to include reasoning for the instructional choices • Common language/ for tasks, x • Grade level meetings? Structure: • ILT meets on Thursdays, 6th period • Department meeting during the week At SDC: Inquiry cycle		

SY 25–26 District–Wide Focus Standards

11-12RL2 (*Literary Text and informational text*) Determine two or more themes or central ideas of a text and analyze their development over the course of the text, including how they interact and build on one another to produce a complex account; provide an objective summary of the text.

11-12RI3 Analyze a complex set of ideas or sequence of events and explain how specific individuals, ideas, or events interact and develop over the course of the text.

11-12L4. Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grades 11-12 reading and content, choosing flexibly from a range of strategies.

11-12R4. Determine the meaning of words and phrases as they are used in the text, including figurative and connotative meanings; analyze the impact of specific word choices on meaning and tone, including words with multiple meanings or language that is particularly fresh, engaging, or beautiful. (Include Shakespeare as well as other authors.)

Department	Meeting Time
English	Fridays, 6th Period
Science	Once a week, 2nd period
History	Wednesdays, 5th period
Math	
IB	Once a week after school, budget proposal, IB support services,
CTE	Once a week, 4th period