

Teaneck Public Schools District Advisory Team

District Advisory Team Meeting Minutes for April 1, 2013

Present:

Bryant School	No attendee
Hawthorne School	Rebecca Alston, Florence Mitchell Brown
Lowell School	No attendee
Whittier School	Vanessa Bing
Ben Franklin Middle School	No attendee
Thomas Jefferson Middle School	No attendee
Teaneck High School	Denise Sanders

Ms. Pinsak began the meeting at 7:10 pm with review of the February 21, 2013 Minutes. The Minutes were approved.

Reports from each building representative summarizing the key points of the latest BQMT meeting, including questions, comments and/or concerns for the district team.

Ms. Alston summarized the **Hawthorne School BQMT Meeting** that occurred on March 26, 2013; Minutes of the meeting are **attached**. The BQMT committee reviewed the Hawthorne School self-assessment for HIB (Harassment, Intimidation and Bullying). This report is required by the New Jersey Department of Education School Self-Assessment under the Anti-Bullying Bill of Rights Act. Ms. Alston continued to report that the committee also reviewed the performance report that compares Teaneck with other districts. The Nook launch has begun at Hawthorne School. Five Nooks were received from Barnes & Noble; ten more will be purchased. NJ ASK - week 13 - preparation is in progress for a pep rally for grades 3 and 4.

A shelter-in-place drill was conducted with staff and student participation. The faculty reported to the committee that the staff bathrooms and lounge areas are in need of painting and tender loving care (TLC). Ms. Pinsak responded that she would inform Mr. D'Angelo, Director of Facilities. Regarding the issues reported at the last meeting with Hawthorne's WPA (Working Parents Association); some of the issues have been resolved but the WPA Director has yet to schedule a visit to the Whittier WPA program.

Hawthorne PTA – Ms. Alston reported new PTA Board Members would be elected this year for 2012-13. The schools set up a table on Back-To-School night. The teachers encourage parents to sign-up for the PTA. The issue is that parents pay dues but do not attend meetings. A suggestion is that a robo-call may be a good idea to remind parents to attend meetings. Some issues for parents is the commute from the workplace to the meeting.

Ms. Bing summarized the **Whittier School BQMT Meeting** that occurred on March 13, 2013; Minutes of the meeting are **attached**. The primary focus was on safety and security of the building and to clarify to parents the Whittier security plan and preparing students for drills. Safety training was completed with members of the PTO. Ms. Bing continued to report that parents discussed their role in the safety planning. They suggested parent safety training and programs. For example, members of the

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community in concert with the Teaneck Police Department could be invited to speak to parents about what safety procedures they could practice at home.

Ms. Bing continued to report that the Whittier BQMT had a discussion regarding the transition for elementary students to middle school. Last month, Benjamin Franklin Middle School 8th grade students visited the Whittier fourth graders. The fourth graders enjoyed the experience.

Ms. Sanders summarized the **high school BQMT Meeting** held on March 21, 2013; Minutes of the meeting are **attached**. The Principal's report the spring fling for juniors and seniors; students performed a production of RENT; four THS students signed basketball contracts. Parent Teacher conferences will be held April 18th; book fair in May and we are trying to get vendors to participate. Graduation this year on June 25, 2013 will be held outside. The next THS BQMT Meeting will be held on April 23, 2013.

Superintendent's Report on School Security

Ms. Pinsak reported that lighting improvements have taken place at Whittier School and upgrades to electronic card and door locks. In the past, building substitutes could not lock the classroom door but the locks have been upgraded to push-locks so substitutes now may lock the doors as well. Parents have suggested to me that teachers carry arms but we are **not** considering arming staff. She has received requests from parents from one extreme to the other. The Bergen County Prosecutor's office has offered to come out to get another set of eyes to review building security. According to an article in the Teaneck Patch, over 100 school districts have asked for the security review.

Superintendent's Update of 2011-2012 School Calendar

The Superintendent will recommend to the Board to end school on June 25, 2013. Parents inquired about why Teaneck's spring recess was so late this year. Ms. Pinsak explained that it is scheduled in conjunction with 15 Region V districts. In 2013-14, spring recess is scheduled the week of Good Friday (April 14 – April 18).

Superintendent's Report on Algebra 1 Assessment

The State Department is not giving the Algebra 1 assessment any longer. We contacted the vendor and we cannot buy the assessment. Our math supervisor found a test through the American Diploma Project and would administer that math test to weigh how our students are doing. It will be several years before the launch of the end-of-year course assessments for literacy, algebra, geometry and maybe grow those to a higher level language arts 9 and 10. Otherwise we will develop a plan B.

Superintendent's Report on Harassment, Intimidation & Bullying (HIB)

HIB Self-Assessment to schools consisted of a lengthy document from the State Department of Education for the schools to assess themselves on how effective they are concerning HIB programs. On April 2, 2013, they are opening the window to input the self-assessment information in the Department of Education website. By August 15, 2013, the districts will be graded and the Department of Education will assign a score.

Ms. Mitchell Brown (Hawthorne School) inquired about what is going to happen to that score? How will we get the information to parents/guardians? Ms. Alston (Hawthorne School) reported that HIB incidents have decreased at Hawthorne School. Ms. Mitchell Brown suggested that we reward students for acts of kindness.

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Ms. Pinsak responded that what is important for the vast self-assessment is to get the information from the stakeholders. We have to place the grade on the website and will probably be posted on the New Jersey School Report Card. Ms. Pinsak continued that the suggestion to reward acts of kindness and have middle school students recognized; may bring parents into another way of thinking.

Superintendent's Report on General Budget Implications

Ms. Pinsak reported that the Board decided not to outsource the paraprofessionals or substitutes. The academic initiative is to keep class size low. Go Math for grades 3-6 was approved in the budget. In the middle schools, AMS Algebra textbook is used in AMS class. There is a guide and staff development for teachers for Algebra at the middle schools. The teachers will have the Core Curriculum Content Standards (CCCS) guide in-hand and technology embedded in the curriculum. In 2014-15, the student assessments in grades 3-8 and maybe grade 11 will be on the computer. PARCC (Partnership for Assessment of Readiness for College and Career) assessments will be administered on the computer. PARCC involves problem-solving, third grade typing at 12 words a minute. Half of the grade level has to be ready with technology to test. For example, if there are 120 students, you need 60 with computers or iPads. The iPad will work with a Bluetooth keyboard and headset. A portion of the money for technology purchase would be lease purchase options. Other considerations are: laptop carts, iPad carts, Google Chrome and Google Docs. Mr. McHale and I have a vision of one to one technology. We need to develop our curriculum and we are looking at a number of options. Elementary schools are being upgraded, this year elementary schools have labs in the Media Centers that would be used as one testing site. We need to purchase two laptop carts or iPad carts to test and need to make students start to use the technology. We are very excited that the Board has made it possible to purchase \$260,000 of technology.

Superintendent's Report on the Progress of ETT4NJ

We are a pilot district for the ETT4NJ Teacher Evaluation. Mr. McHale has done an excellent job with this pilot. He attends meetings and has a committee that meet regularly then he takes the information from the committee to the state meetings. Student achievement on the state assessment is going to be linked to the teacher evaluation. SAG (Student Assessment Goals) looked at very carefully; 50% of teacher evaluation is from the observation another 50% is from student achievement; 15% from Student Achievement Goals (SAG). Most teachers would receive 5 observations. Next year, teachers would receive at least 3 observations on core and tenured teachers and 3 on non-tenured teachers. If you wish, you may access the article on the NJ Department of Education website: **AchieveNJ Educator Evaluation**. Next year (13-14), we are launching a Principal's Evaluation model: Assessment of Practice and Rubric and how teachers assess their goals.

Next Meeting: Tuesday May 21, 2013 at 7:00 pm

Respectfully submitted by Linda Kuhran

BQMT Meeting Minutes
May 23, 2013

Attendees: Dennis Heck, Patty Monaco, Faith Mootoo, Barbara Morris-George, Michelle O'Reilly, Pat Phillips, Denise Sanders, Pedro Valdes

I. Principal Report & Update

A. Several events and programs have been planned. Highlighted below are a few:

1. May 7 & 8 – Junior class visit to Rutgers University
2. June 3 & 4 – Freshmen class visit to Rutgers University
3. May 13 –Senior Service began
4. May 28 –Honors Convocation
5. May 29 – Senior Prom
6. May 31 – Career & Alumni Day
7. June 4 – Valedictorian Breakfast
8. June 11 –Community Scholarships
9. June 13 –Honors Award Ceremony
10. June 25 – Graduation

B. Dr. Michael Fallon, clinical psychologist, gave an excellent presentation at THS. Dr. Fallon deals with issues of race, discrimination and violence prevention in a way that keeps students engaged. Consider inviting Dr. Fallon back to speak to the students.

C. Price Waterhouse Cooper gave a financial education presentation that was well received.

II. Recommendations for 2013-2014 BQMT

A. Several topics were discussed during the 2012-2013 school year:

1. Guidance counselor intervention and communication with parents and students
2. Overall communications between school and home
3. HSPA transition to new PARCC testing
4. ELL support
5. Evaluating TEAMS Academy
6. Identify students with GPAs under 2.0 and track their success from year to year
7. Block Scheduling --considering 60 minutes instead of 85 minutes
8. Not enough students scoring advanced proficiency on standardized tests although more students are taking Honor and AP courses
9. Improve math achievement on standardized test.
10. Improve transition from middle school to high school.

--It was noted by a parent that this may no longer be an issue.

THS

- B. The plan for the next school year should be to focus on 3 or 4 major concerns and put together an action plan with some measurements to monitor progress.

III. Literacy Festival

- A. Festival tentatively scheduled for October 22 – October 25 2013
- B. The goal is to celebrate the spoken and written word. Encourage a love for reading.
- C. The festival will consist of readings, panel discussions, workshops and dramatic performances

IV. District wide ESL Parent Night

- A. THS had very good representation. 40% of the parents in attendance were from THS.

V. New Business

- A. Review the requirements for Senior Service. Currently the requirement is to have a "C" average. This maybe too low. Reevaluate and consider raising the requirement. 247 out of 299 seniors qualified for Senior Service this year.
- B. View ways to incorporate cell phone usage into the classroom experience.

VI. Selection of BQMT Co-Chairs 2013-2014

- A. Denise Sanders and Michelle O'Reilly will be the co-chairs.
- B. Patty Monaco will be joining the BQMT Committee

No meeting scheduled for June 2013

Hawthorne School

Deirdre Spollen-LaRaia, Ed.D.
Principal

201 Fycke Lane
Teaneck, New Jersey 07666
Phone: 201-833-5540
Fax: 201-862-2350

Hawthorne BQMT Meeting

May 28, 2013

3:30 PM – 4:15

Agenda

- ✦ End-of-Year Strategic Planning Discussions
 - I&RS
 - LET/MET
 - School Safety Team
 - Inclusion Teams
- ✦ Suggestions for BQMT 2013-2014
- ✦ Reports/Concerns/Questions from Team Members/Staff
- ✦ Next Steps/Follow Up
- ✦ Report from District Advisory Team (DAT)
- ✦ Good of the Order

Hawthorne School

Deirdre Spollen-LaRaia, Ed.D.
Principal

201 Fycke Lane
Teaneck, New Jersey 07666
Phone: 201-833-5540
Fax: 201-862-2350

Hawthorne BQMT Meeting May 28, 2013

Meeting Minutes
3:30 PM – 4:15

Team Members Present:

Lois Bono, Teacher
Florence Mitchell-Brown, Parent
Rebecca Riveiro-Alston, Parent
Deirdre Spollen-LaRaia, Principal

Principal Report

- ✦ **End-of-Year Strategic Planning Discussions:** Dr. Spollen-LaRaia shared that Hawthorne staff was in the process of collaboratively developing our vision, values and goals as well as to reflect on programs/processes/protocols that served our students and staff in 2012-13, including, but not limited to, I&RS, School Safety Team, LET/MET, BQMT, inclusion teams, lunch/recess, student discipline, student achievement goals and inclusion. The purpose is to review current levels of student learning, develop strategies and ideas to build on our strengths, address weaknesses, and discover what was effective and what was not effective for our school.

Suggestions for BQMT 2013-2014

- ✦ Dr. Spollen-LaRaia elicited suggestions for improvement from the Hawthorne BQMT Members:
 - Access to more information via technology (twitter feeds, e-mails, eBoards)
 - Target more parent involvement
 - Expand school messages (Making Great Choices, Words of Wisdom) to parents/guardians possibly through a newsletter or monthly homework activities which would be connected to the School Safety Team message.
 - Examine protocols and procedures for WPA including walkie talkie system
 - Sensitivity training for all staff related to children's needs with monthly character education units that expand to adults to address the unique needs of our children and families.

Next Steps/Follow Up

Report from District Advisory Team (DAT)

- ✦ Ms. Alston shared reports from the April 1, 2013 DAT

Good of the Order

Benjamin Franklin Middle School

BQMT Minutes

April 30, 2013

Attendance:

1. R. Kiem
2. P. Monaco
3. S. Warren – Givens
4. T. Francis

- ✓ Mr. Kiem gave an overview of the NJ State Performance Report for BFMS. Highlighted in this overview was the high scores received on “student growth” – which Mr. Kiem indicated reflects the level of instruction being presented by the teachers.
- ✓ Other factors of the growth plan were discussed such as what it meant to be a part of a peer group & how to compare overall achievement between peer schools and the state.
- ✓ The parents asked about teacher volunteerism and what was the state of any “beautification” projects going on at BF.
- ✓ Mr. Kiem explained what was in place and turned over the conversation to 2 members of the committee that are also TPS teachers.
- ✓ The trickle down effects of “working to contract” were discussed – specifically how that practice leads to a lack of programming and after school activities.
- ✓ Changes in next year’s master schedule were discussed which includes efforts to lower class sizes, to use teacher’s more effectively throughout the day, and to create parity between 5th and 6th grade period scheduling.
- ✓ The upcoming trips for 8th graders were discussed.