

Tenet 2: School Leadership

| Member | Representing/Function |
|-------------------|-----------------------|
| Robert Beauchamp | RTA |
| Christine Burnell | RAP |
| Kyle Crandall | RTA |
| Byran Gnann | RTA |
| Carmen Febles | BENTE |
| Jennifer Rees | ASAR |
| Angelina Rivera | RAP |
| Anibal Soler | ASAR |
| Rebecca Tisa | RTA |
| Rosemary Wilson | RAP |
| Stephen Uebbing | UofR |

Agenda for Tenet 2 Leadership Meeting on 9/30/14

Meeting Start Time: 2:00

Meeting End Time: 3:00

Attendance: Dr. Stephen Uebbing, Anibal Soler, Jenn Rees, Bryan Gnann, Bob Beauchamp, Carmen Febles, Christine Burnell, Rebecca Tisa, Rosemary Wilson, Angie Rivera

-Dr. Uebbing gave a brief overview of the process and the purpose of this committee. UR brings research, experience, and our experience. This committee will look at building leadership.

- 1. What is the current administrative configuration. Anibal, it would be helpful if we had and org chart with names and titles.**
 - Anibal passed out flow chart showing the organizational structure. Dr. Uebbing asked clarifying questions regarding Program Administrator, Academy Director, and Assistant Principal.
 - Instructional coaches were discussed and exist only for ELA and Math.
 - SPED teachers work with departments.
 - Suggestions to add coaches for all departments, literacy coach, ESOL coach, SPED coach, teacher department heads, all teachers charged with leadership responsibilities.
 - Everyone should have to teach at least 1 class.
 - Anibal would like to create positions for Pupil Personnel Services, counselors and social workers are being neglected as a department.
 - Anibal is concerned about the future division between East and the rest of the district. We need to make decisions that are in the best interests of our students.
- 2. What do we plan for grade configuration and senior leadership? I will present the EPO proposed plan. As it is our intent to seek two BEDS codes, I want two principals, one 6-8 and one 9-12.**
 - East will have 2 different schools (BEDS codes.) If one school shows progress but another school is still struggling then the entire building is not in jeopardy. Each school will have their own Principal.
 - There will be a temporary Governance Team placed for hiring before a permanent team is placed.
- 3. What will be the role of the supervising principal?**
 - The Supervising Principal (Dr. Uebbing to start) will oversee both schools and serve as Supt. (authority to budget, tenure, long-term suspensions, HCI, etc.) This person will be taken off-line in January to do planning for the upcoming year.
 - Supervising Principal will become the Supt. Bryan Gnann stated that it will be important that this position remains in order for consistency and continuity.
- 4. Start times....how can we stagger start times to ensure maximum efficiency and attention to the needs of HS students**
- 5. Catch up school. We need to devise a strategy for kids who have zero credits and are overaged to catch up in a dignified, effective manner.**

6. Facility needs for September. We need to set up a process to articulate our most immediate facility needs.

- UR got group to agree not to make students leave East for a year.
- What are the things that are needed to open the building in September?
- Finish what has been started.
- Need to further separate the students (band, chorus, cafeteria/gym)
- Fix the bathrooms and drinking fountains.
- Consistency in heating and cooling
- Need more clerical support
- Staff lounge or cubicles
- Meeting space for meetings
- Better A/V room
- Locker rooms

7. Building management software

8. Items for future meetings

- Catch-up School
- Difficult to do Instructional Work and Departmental Work
- Anibal will create a list of other items
- Discussion on course catalog
- Implementation will be in the Spring

Possible Future Dates (all meetings at East in D132):

Monday, Oct 6 from 2:00-3:30

Thursday, Oct 16 from 2:00-4:00

Tuesday, Oct 28 from 2:00-3:30

Tenet 2 Meeting

October 6, 2014

2:00 pm, East High

Agenda

Kyle Crandall, Stephen Uebbing, Anibal Soler, Jenn Rees, Bryan Gnann, Bob Beauchamp, Carmen Febles, Christine Burnell, Rebecca Tisa, Rosemary Wilson, Angie Rivera

- 1.) What has happened since we last met? (20 min)
 - a. Capital Project Meeting: We were able to present our most immediate needs to the A/E group. Kyle and Anibal can report on the meeting.
 - b. Hang Around East: Four Warner professors spent the day at East in open discussions with faculty and staff. I can share some of our findings.
 - c. SED visit: Our friends from NYSED will have visited Monday morning. Anibal and Steve can share what the impressions we heard.
 - d. I attended the second CTE meeting...this group is trying to identify the specific issues they need to address to make sure what we provide can be certified by SED and meet the employment needs of the students. Steve is in discussions to dramatically expand workforce opportunities for students. I will share at the meetings.
- 2.) Start Times: We have several goals in identifying start times for the building. One is to maximize safety and comfort for our students and their families. A second is to ensure efficiency and attention to the specific needs of our students. I would like to spend time discussing what this can look like at East and East Evening.
- 3.) Catching up. We have a large number of kids who are behind, many with NO credits after more than one year at East. We need to devise a plan for those students that allows them to be successful.
- 4.) Building Management Software. Do we want to be part of the RCSD building management system or use our own? Lets agree on our goals first then ask how we can best meet those goals.
- 5.) Scheduling: there are plenty of issue around scheduling...what can we decide now...what are the "givens" of the scheduling process?
- 6.) Road Trip. Raffaella is trying to visit the Jamaica Gateway to the Sciences High School in Queens (recommended by SED) and *Sasha actually visited the Met school in Providence, RI. I will visit Mt. Vernon (very similar population, consistent 90% plus attendance, grad rate in one HS over 80%) and Uniondale (grad rate near 80%, high FRL, dominant AA and Latino population) and Lafayette.*

Tenet 2 Meeting

October 16, 2014

2:00 pm – 3:30pm, East High

Present: Kyle Crandall, Stephen Uebbing, Anibal Soler, Bryan Gnann, Bob Beauchamp, Carmen Febles, Christine Burnell, Angie Rivera, Jenn Rees, Rebecca Tisa, Rosemary Wilson

1.) What has happened since we last met?

- a. Raffaella completed her visits to four separate schools in NYC
- b. The group going to Buffalo is ready to shove off...very nice article on that school in the Buffalo Evening News. I put a cc at the end of the agenda.
- c. Workforce Development. I made a presentation to the Workforce Development Council and met with Hillside regarding expanded advocacy at East.
- d. The RCSD is ready to award contracts for parent advocates to one or two local agencies (IBERO and NEAD). Cost will be a consideration. Possible start date of December 1st.
- e. Budget. I am meeting with each of the professors to better understand their budget requests. I will also meet with Anibal. The goal is to bring a budget framework to the larger group in early November.
- f. Dr. Uebbing is going to Lafayette this week.
- g. Big Picture might or might not be the right type of program for us.

2.) Start Times: For the sake of discussion, let's say Lower School/Middle School@ 7:30am and Upper School/High School at 8:00am.

Alternative start at 9:30am for the kids that are "under water" (over-age, under credited) compressed classes (10-15 weeks).

Off campus alternative school w/hands-on focus.

East Evening 2:00pm-8:00pm – choosing not to participate in sports, compressed and CTE. Anibal seeing ~300 kids for the East Evening. Various ways for students to get an education from us.

We will have a larger discussion of start times at our next meeting.

We currently have our repeat 7's and repeat 8's receiving social-emotional counseling/activities. We have them self-contained where teachers push in. They failed everything and have lots of behavioral issues. The 8th grade group is being given the opportunity to take 3 high school courses and the chance to do a fourth in Commencement extended day.

3.) Building software. Using what the district uses but be independent of them is what Anibal would prefer. We would get our own programmer and do our own tweaking in the next year.

Kyle is concerned about the number of changes that we will be making in the next year that we should not do this as well. He is very nervous about adding one more thing that we don't HAVE to do. Moving to another software in the next five years, of course, but not in year one. We don't want to have any glitches for our opening. When the District moves away (it's coming) from Power School then that's when we should jump as well – either with the District or in our own direction.

Advantage of switching now is registration stabilization, tracking of students, manipulate schedules etc. Infinite Campus and School Tool through Mindex are the top two used in the suburbs. School Tool is local and they were responsive. RH made the switch from Power School and went to School Tool.

So the Supervising Principal and counselors and registrar will have to decide in January.

- 4.) **Clerical needs** – Carmen handed out her list of clerical needs/wish list. With two BEDS codes there will probably be two budgets for secretaries to handle. One person to handle a budget is best. Evaluations are done by administrators except for the two people who work in the Main Office.

We need more people in the Main Office – two per Main Office if we have two next year (total of 4). We need to have one admin and one secretary per grade (don't have now).

Each school would need its own Records Clerk or each grade level secretary could handle the records if we get enough clerical staff. Digitizing records would be a possibility to save time/space and eliminate misfiling. It also tracks who accesses each file. Upfront cost to digitize but then long-term less cost for clerical.

Attendance Clerk – It's a big issue since we have been attacked for not having accurate attendance. They can update teachers' attendance, early dismissals, DSS verification letters. Attendance Assistant does the outreach/FACT referrals/home visits.

Textbook Clerk – need 2 for each room. We lose a ton of books every year. Versus having teachers track books? Big system for small problem. Every kid gets an iPad/tablet and they can read digitized books. Or give one that only accesses school stuff and not Internet. It can be an incentive.

AV/Tech support – We need at least one full-time person who can field our issues. Possibly with a tech aide.

Library Clerk – At least one unless we get a lower school library and then we would need two.

Compliance Clerk – to assist CASE.

Fifteen total clerical on the wish list. Money becomes an issue. The state will give us money for PD and construction, one-time thing. The city we can get money (federal and state) and then lastly we have Tom Golisano/contributors but he/they too will only give us one-time funds.

- 5.) **Summer School**. We actually kick off with the 2015 summer school program. Requiring new 6th graders to come for a boot-camp and also have City Rec provide fun things. Also, have camps available to our students. Then we would also have traditional Summer School – make up and get ahead. Driver's Ed – make as an incentive to rising Seniors.

Making Summer School fun is the goal. What will it take for the kids to come and come consistently? We need to advertise a lot. Limit enrollment.

If we register students for next year, strongly encourage attendance.

We need to survey the students to see what they would like, what would prevent them from coming.

Not full day might be an option for those that want to work or just want to hang out.

We would offer non-academic options in the morning, then academics (2-3 classes), then more non-academic or academic (2 more) again in the evening. Rec program could wrap around our academic program.

Need to identify a point person to start planning in February.

- 6.) **Going forward -** If we hire from within does the East High School Superintendent get to stay in the RCSD system if this falls apart in a couple years? Union issues need to be understood. The school principals need to work together with the EPO director/CEO of the building Do we have to hire from outside?
- 7.) **Enrollment** – We would insist in the proposal that we only want students who show up to enroll/register with us.

Next Meeting:

- Start times
- Overage/under-credited students
- Dually-enrolled students (16% currently)
- Summer school

October 28, 2014

Tenet 2 Meeting

2:00 pm, East High

Agenda

Kyle Crandall, Stephen Uebbing, Anibal Soler, Jenn Rees, Bryan Gnann, Bob Beauchamp, Carmen Febles, Christine Burnell, Rebecca Tisa, Rosemary Wilson, Angie Rivera
Steve has a phone conference with SED at 3:30, so please be ready to start at 2:00.

- 1.) What has happened since we last met? (20 min)
 - a. Sue, Anibal and I visited an alternative Big Picture School in Lafayette NY.
 - b. The RCCD is ready to award a contracts for parent advocates to one Iberio.
 - c. Budget. We are looking at budget requests from each of the Tenet Teams and trying to put together a workable acceptable budget. We are concerned with the apparent large budget gap faced by the district.
 - d. Kyle attended the National Neighborhood Leadership Conference
- 2.) Program Design. We are using the NYSSSED Diagnostic Tool for School and District Effectiveness in the design of East High School. As per our state submission, we need to reference how we are meeting the effective category of that tool in our design. I have attached the Rubric and would like to spend time gaining your feedback so I can inform our full submittal.
- 3.) Continue discussions regarding start times and issues pertaining to over-age, under credited students and dually enrolled students.
- 4.) Summer School. We actually kick off with the 2015 summer school program. We want to try to frame what that program will look like at this meeting.
- 5.) Administrative Structure. I hope Anibal will be able to review his proposed administrative structure with the group.