Meeting Minutes - ISC General Meeting

Location: Academic Building
Date: November 10, 2015
Time: 9:30 am
Presenters: Sean Hughes, Principal at LMHS
            Brian Hall, Principal at WVMS
            Jason Potten, Principal at BCMS

Topic:
• Sean Hughes, Principal at LMHS discussed how the Lunch and Learn program is assisting high school students
• Chris Hall, Principal at WVMS, and Jeff Hunter, Assistant Principal at BCMS, discussed the new LEARN Time for middle school students

I. Presenter Sean Hughes, Principal at LMHS
   A. Presentation about Lunch and Learn - see attached [Click Here]
      1. New program added - after year of looking at other schools
      2. An hour for students to visit teachers and work one on one
         a) catch-up on missed work or do a missed quiz
         b) get help
         c) prepare for tests
      3. lots of student involvement
      4. has created
         a) smaller groups of students working together
            (1) on projects
            (2) to solve a problem assigned
      5. provides good time for teachers to work one on one with students.
      6. lots of student involvement
         a) Teacher said he gets about 5-7 students each lunch and learn period
      7. Teachers would like the ability to sign-up kids who need the enrichment time
         a) currently no mechanism to do this
   B. LMHS & HHS Schedules
      1. Previously in 08 it was a half hour in the middle of day then moved to end of day in 09 to help move kids out of school, especially if busses needed to move kids
         a) Kids felt they weren’t able to take advantage if had to leave
         b) kids didn’t feel it was enough time
      2. New schedule - created an hour time block in the middle of the day
         a) Students now have classes up until the end of the day bell rings.
         b) looked at other schools who do this, and they all saw a success rate
         c) now on week 6 of program
      3. New Schedule of Lunch and Learn follows:
         a) An hour to have lunch for both students and teachers
         b) Teacher have LEARN time for 30 minutes and 30 minutes for lunch
(1) They choose which half hour - with coordination that makes sure teachers balanced for both hours
(2) Some teachers choose to have lunch with students or clubs
(3) ring a bell at 30 minutes to give everyone a heads up
c) As needed - students assigned to
   (1) Supervised status
      (a) students teachers identify who need supervision during this time
         i) they have 30 minutes of lunch and then help with work
   (2) Monitored Status
      (a) Teachers say that for one day they need to see you.
d) Emergency procedures have been created that would work specifically during this time for fire drill, lockdown, and lockdown/leave

4. Feedback from students
   a) Group projects - makes it better to have the time to get together and work on project with so many busy after school
   b) Like that they can take a mental break and just take lunch for full time

5. Advantages
   a) Intervention and Enrichment time
   b) Middle of day increased participation/opportunity
   c) instructional minutes do not decrease
   d) Students are empowered and earn choice
   e) positive effects seen on students
   f) How classes rotate now - students who leave for extracurricular activities often, they are not missing the same classes all the time that would happen in prior schedule

6. Challenges
   a) accepting managed chaos
      (1) students all over, but seems that behavior of student is appropriate
      (2) first 20 minutes of traffic flow is hard
         (a) students learning to wait to go to cafeteria
         (b) lines are not down the hall
      (3) Commitment to respecting our school facility
         (a) cleanliness and eating areas

7. Creative use of time- bringing in speakers, e.g.
   a) film about Dr Hillman to do a survey on it
   b) film producer meeting with film students
   c) CHOP doctor coming to meet with students

II. Chris Hall, Principal at WVMS
   A. LEARN Period - What is on the Horizon and what are working
      1. Time during the day that is built into schedule to receive support
      2. Time during with schedule with no new instruction for students to get what they need
   B. PLC - Program Level Collaborative
      1. Collaborative group of teachers who meet weekly
         a) spend 44 minutes / week
            (1) learning what is needed for grade level
            (2) agreeing what is expected
         b) Teacher leader for each group at schools
      2. Identify what is essential and what they can teach outside of core
3. Talk about trends of where students effectively learned and need assistant
   a) both at level of the students and individual students
      (1) identify students for intervention and enrichments
      (2) identify across topic what is working and not working for teachers
4. Goals of both schools
   a) more targeted and focused how can support students
5. different implementation at schools
   a) school wide approach at BCMS
   b) prototyped by team at WVMS
6. WVMS
   a) Look at groups of students across a subject in a PLC
      (1) Teacher takes that back to all teachers of that subject across teams
      (a) the subject teachers will each target what a specific need for a group.
      (b) receive a pass to go to that teacher form LEARN teacher so teachers
      always know where a student is located during LEARN period.
   b) potential for school wide offerings during learn period
      (1) e.g BuildOn sometimes holds a meeting for students

III. Jeff Hunter, Assistant Principal at BCMS
A. LEARN days toggled between grade level to resources available
   1. must be a meaningful activity
      a) there are physical activities but not open gym
B. Showing us what a typical learn day is
   1. LEARN sites available to students to see what is available during period
      a) Teacher can assign if student if believes need intervention
      b) Student can choose a place to go on computer program
         (1) extra help
         (2) enrichment
         (3) independent study space
            (a) e.g. cafeteria - Mr Hunter oversees and takes up to 140 student there
               i) allowed to collaborate - so conversation level discussion allowed
               ii) many trying to get homework done since have activities after school
            (b) e.g., mandatory tutorial for students who can do work but problems with
               completing it
               i) school counselors work with students
            (c) allows teachers to focus on what is needed
      c) PLC teams at certain intervals
         (1) decide what is needed for a LEARN Breakout Session
            (a) students are assigned to a specific teach for the subject breakout to
               target the students need
            (b) 6 session happened this year