



Kim M. Bruno, Principal

Laura van Keulen, Assistant Principal Data & Technology

CFI Team Minutes
Meeting #7: 11-12-09

Present: Moore, Alex; Pace, Annie; Sudduth, Erik; van Keulen, Laura

Materials to Review: minutes from the previous meeting, CFI planning calendar

I. Defining Key Aspects of the Vocabulary Project

A. Target Population: We used the following criteria when selecting the target population:

- i) Students earned lower than a four on the eighth grade ELA assessment.
- ii) Students are enrolled in the teacher's tenth grade English Honors class.

B. Sub-skill: "precise and varied vocabulary" (Appendix I)

C. Assessments: baseline and four assessments, all of which will be developed by the teacher

D. S.M.A.R.T. Goal:

- i) Students must identify and use at least 95% of the 200 words, and they will have scores of 95% or better on the fourth assessment. We will look at PSAT scores from next year to further document the improvement of overall student vocabulary use. All students will increase knowledge of PSAT-related vocabulary to 200 words.
- ii) This goal is specific (scores of 95% or better), measurable (quantifiable data), ambitious (twice the number of words and high test scores representing an improvement of two years in a single year), realistic (a challenging but attainable goal), and constrained by time (one year)

E. Data-driven Instruction: The teacher will create and modify lesson plans based on the collected results.

F. Relation to School Goals: This project directly relates to the goal of accelerating and improving Regents scores.

II. Information That Would Help Teacher Teams

A. How: Teacher Teams would benefit if they reviewed the overview of the Inquiry Process that is available in the Teacher Teams section of laguardiaartsprogramoffice.org.

B. When: They should know that according to *Principal's Weekly*, the DOE needs this information by mid-December.

C. What: They should be aware of a sample successful Inquiry project completed by Mr. Moore, a LaGuardia English teacher. Extensive information about this is available at laguardiaartsprogramoffice.org.

D. Why: In order for teachers to be enthusiastic about these projects, it would be beneficial for them to be as involved as possible in the process; *i.e.*, they could identify a S.M.A.R.T. goal.

III. Using Technology to Assist Teachers

- A. We could create an online Rave Interface
 - i) Teachers could save time by completing Raves online.
 - ii) They would be e-mailed to the guidance counselor after the “submit” button was pushed.
 - iii) We could base the site on an adapted version of the common app.
 - iv) There could be an online checklist and a box into which text could be entered.
- B. It would be worthwhile to see how guidance counselors felt about this.

IV. Preparing for the Next Faculty Presentation (Not all of these topics will be discussed. These are ideas that CFI members shared.)

- A. An explanation of the Inquiry Process was created by Mr. Moore and posted to laguardiaartsprogramoffice.org. This could be distributed at the next faculty meeting along with a list of the school’s goals.
- B. During our presentation on Teacher Teams, we can focus on tools and resources that will help teachers work through the process quickly and effectively.
 - i) We can emphasize that these Teams are meant to help students. Using data to drive instruction is what good teachers already do anyway.
 - ii) We can all look at data to change student performance. This is not new.
 - iii) This program is part of a DOE mandate. It will improve communication among teachers.
 - iv) This presentation is an opportunity for us to celebrate a whole semester of our best teaching practices to date...opportunity to share ideas with one another for what might be coming next year.
- C. We can spend time discussing the festivals and how what we do is special and unique. We can include pictures.
- D. Omar will present his Web site.
- F. If you have any questions, *e-mail* us at the end (e-mail on PowerPoint screen). We can also mention the upcoming party.