

Pre-SCEP Team Meeting Planning Sessions

Background

SCEP Teams will convene in the fall to review their Early Progress Milestones and in the winter to review their Mid-Year Benchmarks.

Prior to each meeting, NYSED (or for schools in the ATSI or TSI model, the District and/or BOCES) will conduct a **Pre-SCEP Team Meeting Planning Session** with the principal to finalize the plan for each of these two SCEP team meetings. Arrangements will also be made for the principal to update the SED liaison on what occurred at the SCEP meeting.

Pre-SCEP Team Meeting Planning Session

Objective: to support school principals with engaging in collaborative team discussions with their SCEP team regarding the plan's implementation and determining next steps based on the evidence analysis done by the team.

When:

- The fall session should occur as soon as Early Progress Milestone data is available and prior to the SCEP fall team meeting.
- The winter session should occur as soon as the Mid-Year Benchmark data is available and prior to the SCEP winter team meeting.

End-of-Planning Session Deliverables:

By the end of each **Planning Session**, the principal should have:

- A plan and agenda for the 60-120-minute SCEP team meeting that will occur shortly thereafter; AND
- A plan to inform the NYSED, District, or BOCES support Liaison on meeting outcomes.

Tips:

- As part of the Planning Session, consider how to allocate the time the team will meet to get the most from the discussion. Not all milestones need to be discussed as a team equally. Some data may warrant more discussion by the team than other data.
- When developing the agenda during the planning session, prioritize offering sufficient time to discuss data that are **surprising, unexpected, and/or lower** than had been hoped. Identify ways to provide space to get team members' thoughts on the conditions that have yielded such data.
- Just because an Early Progress Milestone or Mid-Year Benchmark has not been reached does not mean the strategies are wrong and that the next steps for implementation need to be reconsidered. For example, there may be instances where the data were not a realistic signal of progress to date. Spend some time during the Planning Session discussing how the principal can approach this discussion with the SCEP team. If there are better signals of progress, bring those to the full SCEP Team meeting.
- As part of the Planning Session, discuss entry points into the discussion with the SCEP team.
- As part of the Planning Session, discuss how to share and distribute data related to the Early Progress Milestone/Mid-Year Benchmark to the team members.

Follow-Up with Support Liaison (NYSED, District, and/or BOCES)

As part of each Pre-SCEP Team Meeting Planning Session, the principal should determine how the liaison supporting the school will learn how the meeting transpired. This could occur in one of two ways:

- Arranging a Post-Meeting Follow-Up call; OR
- Inviting the Support Liaison to co-facilitate or listen to the SCEP team meeting (subject to availability)

For principals that opt to have the Support Liaison co-facilitate the meeting, the liaison and principal will need to determine during the Planning Session how they will work together during the SCEP Team meeting.