

# Pre-SCEP Team Meeting Planning Session 5

## Overview

- There are two objectives for this meeting:
  - Confirm the SCEP fulfills NYSED Minimum Expectations
  - Assist the principal in preparing for the roll-out of the plan.

	Planning Session 1	Planning Session 2	Planning Session 3	Planning Session 4	Planning Session 5
Session Objective	Prepare for team's Early Progress Milestone Review	Prepare for team's Mid-Year Benchmark Review	Prepare for team's completion of re-identified school Needs Assessment	Propose Key Strategies; Prepare for team's writing of its Implementation Plan	Verify SCEP has met minimum expectations; Prepare for Roll-Out of Plan
Principal brings to the session	Early Progress Milestone data	Mid-year Benchmark data	Comes prepared by having reflected on 23-24 plan	Proposed Key Strategies	Proposed final plan (emailed as part of the Session 4 Follow-Up)

## Pre-SCEP Team Meeting Planning Session 5

### Scheduling

- This meeting occurs after the Principal has completed the Follow-Up task from Meeting 4 and emailed to the liaison:
  - The proposed final plan; AND
  - Confirmation that the team has analyzed how the plan fits within the SCEP Rubric and made any necessary changes.

### Outline

- Planning Session 5 will consist of:
  - Confirming the Plan fulfills NYSED minimum expectations;
  - Discussing the process by which the team reviewed the plan in consideration of the SCEP Rubric, and any changes that came from that review;
  - Analyzing the submitted plan in comparison to the rubric, focusing on things to be mindful of during the implementation of the plan;
  - Discussing the next steps for the principal, including:
    - The plan to share the Key Strategies with those that were not on the SCEP team to generate enthusiasm and support;

- The plan to ensure that the school is prepared to implement the Key Strategies at the start of the school year;
- The plan to ensure that the District is aware of the resources that will be needed to support implementation of the plan so that these can be included in the Title I 1003 School Improvement Grant (SIG) Basic application;
- (CSI only) The plan to implement the Civic Empowerment Project identified by the school; and
- (CSI and ATSI) The plan to participate in any NYSED Supplemental Support offerings.

#### End-of-Planning Session 5 Deliverables:

By the end of Session 5, the principal should have:

- Received confirmation that the plan has fulfilled NYSED Minimum Expectations; AND
- Identified a plan to address each of the next steps identified in the outline above.

#### Tips

When sharing your draft plan, in the body of the email, the principal should:

- a) Confirm that the team has reviewed the plan against the SCEP rubric, ensured the plan met minimum expectations, and made any necessary changes;
- b) Identify the areas of the plan about which the team is most confident;
  - If applicable, identify if there are any specific areas of the plan about which the team is less confident. The principal is also able to request a follow-up meeting to further explore these areas prior to Pre-SCEP Team Meeting Planning Session 5
  - At this stage in the process, areas of potential growth in the plan identified by the liaison can be framed as either things the team needs to go back to revise, or things the team needs to be mindful of for the next year. Keep in mind that asking the team to add multiple things to their plan may impede their ability to present the information in a concise manner.
  - The last section of the SCEP Rubric, “*The Plan as a Vehicle for Change*” covers four themes that require a holistic analysis across the plan. The descriptors in the Advanced Stage column require some deliberate choices from the school leader and SCEP team. This final session is a great opportunity to learn more about the choices the team in crafting the plan presented.