



## • MCAS Plan and Logistics for CBT/PBT Math Testing, Spring 2018:

We are confident in our overall plan and preparedness for MCAS Spring 2018 test administration for both CBT and PBT assessments in Mathematics. We have outlined the Grades 3-8 **Math Session 1** and **Math Session 2** Plan below:

### 1. MCAS Schedule, Spring 2018

[https://tobink8.org/MCAS/MCAS\\_Spring2018\\_Schedule\\_TobinSchool.pdf](https://tobink8.org/MCAS/MCAS_Spring2018_Schedule_TobinSchool.pdf)

- Monday, May 14th Grade 5-8 MCAS **MATH Session 1**
- Tuesday, May 15th Grade 5-8 MCAS **MATH Session 2**
- Wednesday, May 16th Grade 3-4 MCAS **MATH Session 1**
- Thursday, May 17th Grade 3-4 MCAS **MATH Session 2**
- Make-ups, May 18-21st for Grade 3-8 **MATH Session 1 and 2.**



**2. MCAS Rosters** were shared via email and in printed copy on Thursday, May 10th by homeroom signifying MCAS Proctors for **Math** and **Science**. Rosters also included in MCAS testing bins.

### 3. MCAS Materials Sign-out / Sign-in Protocol:

- **MCAS Proctors for CBT and PBT assessments will sign-out MCAS materials between 8:30-9:15am**
- MCAS Proctors will count MCAS materials to match quantity referenced on the MCAS Tracking Form
- MCAS Proctors will secure all testing materials in accordance with MCAS Security protocols
- **MCAS Proctors for CBT and PBT assessment will sign-in MCAS materials by 4:00pm**

### 4. MCAS Schedule Logistics, Spring 2018:

- At 9:45am, SWD proctors will transition students directly from homeroom classes to designated MCAS testing spaces referenced in the Proctor testing lists. All SWD proctors must transition SWD students from homeroom by 10:00am.

- Students that arrive between 10:00am and 10:30am will receive a pass from Ms. Kinney and transition directly to designated MCAS testing spaces referenced in Proctor Testing rosters. Ms. Kinney will update Attendance on ASPEN SIS accordingly for MCAS students arriving tardy on testing days.

- As shared during MCAS Test Administration trainings, we will provide lunch delivery (as necessary) for all testing classrooms and small groups. Lunch delivery will occur approximately 5 minutes prior to regularly scheduled lunch. Students will not have recess on MCAS days if students are testing at designated recess times.

### 5. MCAS Testing Climate in K-8 Classrooms and Common spaces

- ALL hallways, common spaces and stairwells must be silent to sustain the focus of our scholars during MCAS test administration AND learning across classrooms
- Students must be escorted by an adult to and from lunch/recess and specialty classes
  - Transitions must be supervised, managed, safe and quiet
  - Students must have a pass at all times to and from any classroom or spaces

As always, we will sustain our support for one another and elevate our students to showcase their best effort and thinking during MCAS test administration. Contact a member of the leadership team with questions, solutions and ideas.



**• Playworks Get in the Game Breakfast @ the Lenox Hotel Boston:**



Coach “D” Dana Harris, Ms. Miranda and Chris Maurilus (Grade 7/Hr207) attended and spoke eloquently at the Playworks annual event. The event provides opportunity for students, coaches, teachers, corporate and civic leaders come to share ideas, learning and accelerate learning and health in elementary schools. Chris spoke about how Playworks has helped him become a better leader, teammate and student in the classroom. Mrs. Miranda spoke about how Playworks supports a safe, healthy and cooperative recess period at the Tobin and gives teachers back critical instruction time. Coach D spoke about the ongoing planning and daily work to use PLAY to shift student behavior by giving them the space to make good decisions that impact the entire school community. Indeed to our TEAM!

**• Optional ILT Monday, May 14, 2018:**

There is an optional ILT meeting on Monday at 8:30. Below is information from this past week's meeting and the objective for Monday's meeting.

- The team discussed sustaining the work that we have done this year with the IF based on the feedback that we have been receiving about moving into the writing part of the IF's language.
- If the IF needs to be directly linked to the essentials then the sub-competency that is most directly related to the language and work of our current IF is 3.5: Educators are able to design and facilitate learning experiences that require students to grow within the four domains of language (listen, speak, read, write).
- Sub-competency 2.2: *Educators gather relevant information about students before and throughout each unit and learning experience, and use that information to plan, ask questions, adjust pacing, and target interventions* also came up as an area that the school can focus on in a secondary manner.

The objectives for the meeting on May 14<sup>th</sup> are to develop a rough draft of the major areas that we want to see represented in the school's PD schedule and how much time throughout the course of the year should be allocated to them. Below are some details about logistics of PDs and ideas that were shared at the last whole school ILT that will be helpful to the folks that come to the meeting on Monday.

- Aside from the first two days before the school year there are 24 hours of PD that educators have to attend. 18 of these can happen in 1 or 2 hour blocks (this is determined by BTU vote). The other 6 happen the day after winter break or in 1 or 2 hour blocks throughout the school year (again determined by BTU vote).
- Ideas that came up during the whole school ILT were the following;
  - Scheduling sessions towards the end of the year
  - SST
  - Grade level planning
  - Content based PD
  - Peer to peer observation pre/post conferences
- Additional areas which make sense to consider are;
  - Inquiry cycle work (which the district is requiring that we have a plan for)
  - CLSP work (again the district wants some of this work being done somewhere)
  - Teacher's released to attend district PDs linked to specific essentials
  - Planning interventions to be provided during a skills lab block
  - An inquiry team that looks at and action plans around services for the lowest 25% of students that will be double counted in the school's accountability data



### • **DIBELS/TRC End-of-Year Assessment and Coverage Schedule:**

The DIBELS/TRC testing and coverage schedule is outlined below for all grade K2, grade 1 and grade 2 educators. School leadership has placed each teacher on sub-central. If a substitute is not assigned, the educator will place themselves on BPS Sub-central to secure a substitute prior to June 8<sup>th</sup> – the date the DIBELS/TRC Testing window closes.

#### **GRADE K2:**

- Ms. Alonzo - June 4th and June 5th
- Ms. Valentin - May 23rd

#### **GRADE 1:**

- Mr. Gordon - June 7th
- Ms. Robinson - June 6th
- Ms. Abatte-Vaughn - June 7th

#### **GRADE 2:**

- Ms. Verdu - June 8th
- Ms. Hall - May 24th
- Ms. McNamara/McKendall - June 4<sup>th</sup>

### • **Retention / Non-matriculation Process and Timeline:**

We emailed the process for recommending a student for retention/non-matriculation on May 9<sup>th</sup> to all Tobin educators and staff. The process requires the preparation of a retention packet, meeting with the principal and communication with families. Retention meetings are scheduled to take place the week of June 4, 2018. The three-step process is outlined below:

**1. Retention/Non-matriculation Packet (email attachment):** To recommend a student for retention, teachers must prepare and present a record of performance using the artifacts outlined below (see attached):

- Attendance Record (Calendar)
- Report Card for each marking period
- Assessment results including (ACCESS K-8, DIBELS/TRC K-2, End-of-Unit Math K-5)
- BPS Illuminate Formative Assessment Results in ELA, Math or both as appropriate (Grade 2-8)
- Progress Reports (K-5) / Progress/Warning Notices (6-8)
- Tobin/BPS Mid-Year Warning Notice
- Record of Phone Calls / Communication with Families
- SST Referral (if applicable)
- Behavior Log inclusive of Kickboard, Class DoJo and/or ASPEN Conduct tab (if applicable)

**2. Meeting with Principal (email attachment):** Schedule a block of time with Ms. Gomez the week of June 4th to present retention packet and the rationale for non-matriculation to Mr. Toledano and Mr. Holly. The form (see attached) will serve to document one or more of the following decisions.

- Approved
- ot-approved
- Recommendation for summer school programming
- Recommendation for ALT placement (middle school)
- Recommendation for SST referral September 2018

**3. Communication with Families Letter (email attachment):** If a retention recommendation is approved the Parent Non-matriculation letter will be mailed home to families. In addition, the classroom teacher will schedule an individual parent meeting to communicate the team decision for retention/non-matriculation, recommendations and/or enrollment in summer school programming

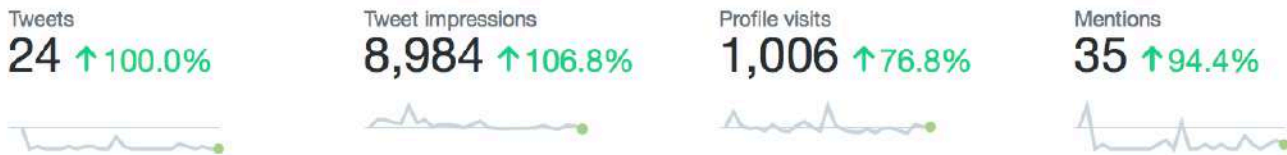
**@tobink8 Twitter Update for April 17 through May 14, 2018:**

A capsule summary of @tobink8 Twitter activity for the past 28 days ending May 14, 2018 is illustrated below with change over previous period. We invite educators to email announcements, events, quotes (280 characters or less) with pictures if available for posting on the @tobink8 Twitter page. Go to <http://twitter.com/tobink8> and discover more.

**Analytics** Home Tweets Audiences Events More ▾



**28 day summary** with change over previous period

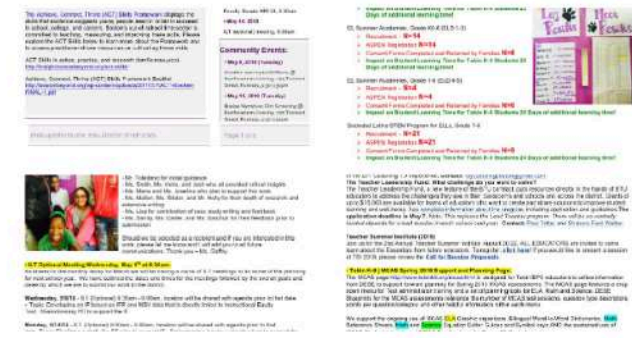


May 2018 • 10 days so far...

TWEET HIGHLIGHTS

**Top Tweet** earned 266 impressions

We invite @tobink8 educators, families, partners and leaders to read weekly highlights via [tobink8.org/highlights.html](http://tobink8.org/highlights.html) [pic.twitter.com/HzaWlQAJBM](http://pic.twitter.com/HzaWlQAJBM)



3 4

**View Tweet activity**      **View all Tweet activity**

**Top mention** earned 143 engagements



The warm weather is here. And our @CityYearBoston before school program has moved outside for a fun game of kickball. @tobink8 @BostonSchools @Joshua\_Tingley @mikepm86 [pic.twitter.com/p0GUMZcYvr](http://pic.twitter.com/p0GUMZcYvr)



**• BPS/Tobin Summer Recruitment, Registration and Enrollment Updates:**

Summer Early Childhood Focus Program, Grade K2-2

- Recruitment – **N=18** students
- ASPEN Registration **N=18** students
- Consent Forms Completed and Returned by Families **N=16**
- **Impact on Student Learning Time for Tobin K-8 Students 25 Days of additional learning time!**

EL Summer Academies, Grade K0-6 (ELD 1-3)

- Recruitment – **N=14**
- ASPEN Registration **N=14**
- Consent Forms Completed and Returned by Families **N=6**
- **Impact on Student Learning Time for Tobin K-8 Students 25 Days of additional learning time!**

EL Summer Academies, Grade 1-6 (ELD 4-5)

- Recruitment – **N=4**
- ASPEN Registration **N=4**
- Consent Forms Completed and Returned by Families **N=2**
- **Impact on Student Learning Time for Tobin K-8 Students 25 Days of additional learning time!**



Sociedad Latina STEM Program for ELLs, Grade 7-8

- Recruitment – **N=21**
- ASPEN Registration **N=21**
- Consent Forms Completed and Returned by Families **N=15**
- **Impact on Student Learning Time for Tobin K-8 Students 24 Days of additional learning time!**

For additional information, please click on the planning documents below for information about K-12 programming options, registration, and a general FAQ!

• BPS Summer Learning Memo\_For School Leaders, 2018

[https://docs.google.com/document/d/1YwpnnEFrM\\_ArbXm09kqffKmQ2atTgmeSZ3PrckHa1s4/edit](https://docs.google.com/document/d/1YwpnnEFrM_ArbXm09kqffKmQ2atTgmeSZ3PrckHa1s4/edit)

• BPS Summer Learning FAQ\_School Leaders, 2018

[https://docs.google.com/document/d/1\\_7vQTYWEERr1vYwkMzCLnNs8TNjwniy3Qq6MGIONOiy/edit](https://docs.google.com/document/d/1_7vQTYWEERr1vYwkMzCLnNs8TNjwniy3Qq6MGIONOiy/edit)

• BPS Summer Learning Program Offerings, 2018

[https://docs.google.com/document/d/1W11LkGkd16a6CkaV8PLB2Tz4xR52Khpuj\\_dGZCGyDc/edit](https://docs.google.com/document/d/1W11LkGkd16a6CkaV8PLB2Tz4xR52Khpuj_dGZCGyDc/edit)

• BPS Summer Program 5th Quarter Details for School Staff, 2018

[https://docs.google.com/spreadsheets/d/17FVe6nxQAEdAA\\_kvKlg9dJgOr2gZxypKTO5mymR2pRA/edit-gid=0](https://docs.google.com/spreadsheets/d/17FVe6nxQAEdAA_kvKlg9dJgOr2gZxypKTO5mymR2pRA/edit-gid=0)

• How to Register a Student for Summer School on ASPEN, 2018

<https://docs.google.com/document/d/1IcKaiTJtnmh0cbYta7gnb4E7c7mvFE1FxoZ12waKlo4/edit>