

Highlights Week of: June 04, 2018

Tobin K-8 School

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Coach "D" – Kickball clinic before school:

We work and smile because that's our style.



Tobin students developing motor skills...

• Teacher Leadership Fund Grant Focused on Attendance!

We did it!!! The Tobin K-8 was one of twenty-five schools awarded the *Teacher Leadership Fund Grant* out of an extremely competitive one hundred applications! Our fully funded work will focus primarily on attendance in an effort to support some of our most marginalized students. A HUGE thanks to everyone that made this possible:

- Ms. Gaffny, lead writer and facilitator of committee
- Mr. Toledano for initial guidance

Email updates to John Holly, Director of Instruction



Upcoming Dates:

• June 4-24th, 2018

Spring Semester Report Card window (K2-5)

• June 4-15th, 2018

BPS End of Year Assessments

• June 4-8th, 2018

Retention/Non-matriculation meetings (see email/notes below)

• June 4, 2018

DESE Round 1 release of CBT machine scored items

• June 7-28th, 2018

Term 4 Report Card window (6-8)

• June 6, 2018

Team PD, 8am

• June 6, 2018

Young Leader's Academy Field Trip to Upper Crust Pizza, 11am

• June 7-19th, 2018

Celtics Stay in School End-of-Year Celebration at Reggie Lewis Center

PD Sessions (details inside):



- Ms. Smith, Ms. Veira, and Josh who all provided critical insights
- Ms. Maria and Ms. Josefina who plan to support this work
- Ms. Mallon, Ms. Sikder, and Mr. Holly for their depth of research and extensive writing
- Ms. Lioz for contribution of case study writing and feedback
- Ms. Sandy, Ms. Carter, and Ms. Darchuk for their feedback prior to submission

• BPS End of Year Assessments are scheduled June 4th through June 15th:

Educators will click on the link below to access BPS End of Year assessment directions and codes. <https://docs.google.com/document/d/14BI4LAuLVMWisTJ0KQb2GfMb1-zZ2hF3DXIf0TvSojU/edit> EOYs available in Grades 2-8 for ELA, 2-8 for Math, and 6-8 for History. Please contact either Mr. Holly or Mike Rubino mrubino@bostonpublicschools.org with questions.



• Retention / Non-matriculation Process and Timeline:

We emailed the process for recommending a student for retention/non-matriculation on May 9th 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 and detail was shared via email and in highlights for past couple weeks:

1. Retention/Non-matriculation Packet (see email attachment)
2. Meeting with Principal (sign-up on Principal door)
3. Communication with Families Letter (see email attachment)

• 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 8th – the date the DIBELS/TRC Testing window closes.

GRADE K2:

- Ms. Alonzo – June 4th and June 5th
- Ms. Valentin – May 14-18th (Ms. Colon)

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 4th



• Term 4 Report Card Window for Grades 6-8 June 7th through June 28th:

The Term 4 Report Card window for students in grades 6-8 will open from **June 7th through June 28th**. No extensions. **We will email the Term 4 NC list on Friday, June 22nd. We will email the SY'2017-2018 (13 or more unexcused absence) list for the school year on Friday, June 22nd.** Reminder: **to post both term**

4 and final grades for all students in your course(s). Also, after entering or editing term grades in the scores tab, educators must click Post Grades to write the grades to the report cards. Grades will be saved as entered however, grades will not appear on the report cards until an educator clicks Post Grades.

• Spring Semester Report Card for Grades K2-5 Due June 24th:

The Spring Semester K2-5 grading window is open from June 4th to June 24th. Please refer to the materials below for instructions on entering grades. Reminder: After entering or editing grades in the scores tab, teachers must click Post Grades to write the grades to the report cards. Grades will be saved as you enter them but they will not appear on the report cards until you click Post Grades.

- Entering Grades on ASPEN
<https://drive.google.com/file/d/0B8-peL3qRhb5aHE4M1ZVWVJ6MVU/edit>
- Elementary Comment Codes on ASPEN
<https://drive.google.com/file/d/0B9wnxjZZG9p8VlhtdklvWFg3UmM/view>
- How to verify that your grades are posted on ASPEN
<https://drive.google.com/file/d/0B9wnxjZZG9p8eXVWb2JIT0VreEk/view>

• Register for PDs, Symposiums and Pathway Programs in BPS this Summer 2018:

1. Summer Pathway Programs: Apply by Friday, June 8, 2018

The Summer Pathway Programs for Moderate Disabilities and ESL licensure will be held in July and are posted on My Learning Plan. Interested BPS staff need to register for the application process here <https://www.mylearningplan.com/>. The registration deadline has been extended to Friday, June 8th.

ESL Pathway program details:

<https://drive.google.com/drive/folders/12-QBpnOKE36LpP9tYno1H6-jSapXFhrz>

Moderate Disabilities Pathway program details:

<https://drive.google.com/drive/folders/19nh2rWoC3taMusGmvQcn9YrpZK1dNtzt>

BPS staff without My Learning Plan access or for questions, please email pathwayprograms@bostonpublicschools.org or call 617-635-9036.

2. EL Summer Symposium August 23-24, 2018

Hosted by the Office of English Learners, the EL Summer Symposium is for all teachers of English Learners. Please mark your calendars and plan to join us this August!

Educators interested in leading a session, please fill out this form.

https://docs.google.com/forms/d/e/1FAIpQLSeQDIw4QdI2YCY_2eyhSk6ZO98WYAC7mrk9v2a6kjZ0gnRhA/viewform

Contact Genevieve McDonough at gmcdonough@bostonpublicschools.org with questions and see the flyer for more.

<https://drive.google.com/file/d/0B3SW5WfR0JOjS0hKeWR5X3RqLU0tOUpCbTJCcGRIYkVDQIdB/view>



3. Teacher Summer Institute 2018

This event is for new and returning BPS educators, Excellence for All educators, early childhood educators, and school teams launching the year with shared learning. Educators please register here.

<https://www.eventbrite.com/e/teacher-summer-institute-2018-tickets-45236543720?aff=SaveTheDate>

Educators only need to register on Eventbrite once. In a few weeks, registrants will receive an email from Sched.com that will invite you to choose courses for Teacher Summer Institute. We are so excited to learn together this summer!

• **Homeroom Lists and Cumulative Record Folders for SY'2018-2019:**

The BPS Department of Enrollment continues to work with families on student placement in schools. At the school level we will work through a 7-step process and timeline that will result in the design of homeroom classes for SY'2018-2019.

Action Steps:

Timeline:

- | | | |
|--|---|---------------------------|
| 1. Hosting Retention / Non-matriculation Meetings | Week of June 4 th | |
| 2. BPS Promotion Status set on ASPEN SIS (Holly/Toledano) | Week of June 11 th | Due June 13 th |
| 3. FLEP Reclassification Meetings based on Spring 2018 ACCESS | Week of June 11 th | Due June 15 th |
| 4. ELD Update Meetings based on Spring 2018 ACCESS data | Week of June 11 th | Due June 15 th |
| 5. Educators design/recommend homeroom groupings by Academy | Week of June 18 th | Due June 22 nd |
| 6. Update and sort cumulative record folders according to new HR's. Deliver crates to HR educator or store in CFC Office Ms. Kinney. | Week of June 25 th | Due June 27 th |
| 7. Principal Toledano and Mr. Holly finalize Homeroom groupings and update ASPEN SIS for September 2018 | Week of June 25 th – August 31 st | |

• **ACCESS Individual Reports, Parent Letter and Parent Guides for Spring 2018:**

The ACCESS Parent/Guardian Reports are a key artifact for reference during ELD update meetings with parents/families for Spring 2018. Reminder, ELD Update and FLEP reclassification **meetings are due on June 15, 2018.**

1. We hand delivered 2 printed copies of the *ACCESS Individual Score Reports* (ISRs) illustrating student performance in *Reading, Writing, Speaking and Listening*, Proficiency levels and Scale scores for distribution in mailboxes on Friday, June 1st and Monday, June 4th. **One copy for the parent. One copy for the ELL Folder.** The ISRs illustrate performance by domain and by:

- Oral Language (50% Listening + 50% Speaking),
- Literacy (50% Reading + 50% Writing),
- Comprehension (70% Reading + 30% Listening) and
- Overall score (35% Reading, 35% Writing, 15% Listening, and 15% Speaking).

2. We emailed and printed adequate copies of the *Spring 2018 ACCESS Student Performance Letter* in English, Spanish and Arabic (main lobby). FYI, the BPS encourages educators to provide access to these letters in the language of the home (where available) to accompany the Individual Score Reports (hand delivered to teachers on Monday, June 4th). Please click on the link to access a sample letter in additional languages as needed. <https://www.wida.us/downloadLibrary.aspx>

3. We emailed and printed adequate copies of the *ACCESS Parent Guides for Spring 2018* (main lobby) for HR educators of ELs. The Parent Guides provide answers for families on basic questions about ACCESS for ELLs 2.0. Please provide a copy for parent in their home language during ELD update/FLEP reclassification meetings.

• ELD Updates and FLEP Reclassification Decisions Due June 15, 2018:

On or about Wednesday, May 30th, the DESE will provide schools with a shipment of ACCESS for ELLs reports. These reports will include:

- Individual Score Reports (ISR) two copies: (1) copy for the student's file, and (1) copy to be sent by the school to the student's home
- Student Roster Report and School Frequency Report

In preparation for SY'2018-2019, we will use these reports and other classroom based evidence to update ELD levels and make FLEP reclassification decisions. Teachers will make these decision directly on the HR sheets provided by Mr. Holly. These decisions will also impact Homeroom rosters for SY'2018. **Educators will record ELD updates and FLEP reclassification decisions on the HR sheets by Friday, June 15, 2018 to Mr. Holly.**

1. ELD Updates Process:

- Educators will schedule and host ELD update meetings with families during regularly scheduled P&D periods or at agreed upon times by grade level;
- Educators will record ELD level updates in the **yellow** column designated **NEW ELD Level** on the HR roster provided by Mr. Holly **by Friday, June 15th**
- Educators will consider several factors in making ELD Updates including Spring 2018 ACCESS results to be distributed and emailed on 05/29/18. Factors include:
 - Observations by, and the judgment of, educators
 - Student's performance on classwork
 - Other assessments, course grades, and grade level indicators.

2. FLEP Reclassification Process:

- Educators will schedule and host FLEP reclassification meetings with families during regularly scheduled P&D periods;
- Educators will record FLEP reclassification decisions in the **purple** column designated **FLEP Reclassification** on the HR roster provided by Mr. Holly **by Friday, June 15th**
- Educators will consider several factors in making FLEP Reclassification decisions including Spring 2018 ACCESS results to be distributed and emailed on 05/29/18. Factors include:
 - Observations by, and the judgment of, educators
 - Student's performance on classwork
 - Other assessments, course grades, and grade level indicators.



• Organize Cumulative Record Folders based on approved HR lists for SY'2017-2018:

Educators will update Cumulative Record Folders and create Family packets based on proposed HR lists for SY'2018-2019. We have outlined expectations for finalizing/updating Tobin Cumulative Record Folders below.

1. Educators will secure Cumulative Records, (CR's) of returning Tobin students in a milk crate or box based on proposed SY'2018-2019 class lists. Educators will tape class lists on top of the records and secure CR's

in the CFC office on or before Thursday, June 28th. Educators will pick-up milk crate(s) as needed from the cafeteria.

2. **Educators will** organize and/or group CR's of students transferring to other Boston Public School sites by school. *CR's will be labeled e.g. Boston Arts Academy, Fenway, Excel etc. *Refer to Sending Lists for Transfer Schools

3. **Educators will** label all remaining CR's accordingly e.g. DNR (Did not report), Transfer to a parochial school, Out of State, Out of country etc.) in a separate crate Please secure milk crate(s) as needed from the cafeteria.

• Family Packets Due by Wednesday, June 27, 2018:

We have outlined the expectations for creating Family Packets for SY'2018-2019. These packets will be mailed to Tobin K-8 Families 2 weeks prior to the beginning of the academic year. In preparation here is our plan:

1. **Educators will** pick-up copies of each of the following documents for families from the tables in the main lobby beginning the week of June 18, 2017:

- Principal Letter to Families (English/Spanish)
- Classroom Letter developed by educators for Families (by Grade level)
- Supply List developed by educators for Families (by Grade Level)
- Emergency Card (English/Spanish), SY'2018-2019
- BPS Calendar, SY'2018-2019
- School Website/Twitter Flyer, SY'2018-2019
- Summer Uniform Sale Flyer and Tobin Uniform Policy, SY'2018-2019
- Snack and Beverage Policy, SY'2018-2019
- BPS Summer Reading List by Grade Span

2. **Educators will** place 1 copy of each document in envelopes (forthcoming) for each family along with student address labels (forthcoming). School leadership will place envelopes and labels for rising students in educator mailboxes on Monday, June 25th.

3. **Educators will** deliver sealed envelopes with all documents inside and labels affixed to the main office on or before June 27, 2018 for delivery to central office for mailing out to families.

• MCAS 2018 Preliminary results and CBT release items schedule (Tobin/BPS):

Here is a timeline for release of the MCAS 2018 Preliminary results and CBT release items.

• 2018 Early Reporting of Preliminary Spring MCAS Results:

The Department will be providing new early reporting files for grades 3–8 in the Published Reports section of PearsonAccess Next (PAN). The early reporting files will include raw score item-level results and reporting category results as follows:

Round 1 (June 4): all machine-scored CBT items:

- + ELA — selected response for grades 3–8 ELA;
- + Math — selected response & short answer (students tested by 5/25)
- + STE — multiple choice (students tested by 5/25)

Round 2 (June 29): Round 1 + all ELA & Math hand-scored items:

- + ELA — CBT/PBT essays & short answer
- + Math — CBT/PBT open & constructed response, short answer
- + STE — CBT/PBT multiple choice only (no hand scored items)

These reports can be accessed by PAN users with the Superintendent/District Test Coordinator and Principal/School Test Coordinator roles. After the initial June 4 release, a new "Published Reports" add-on role can be assigned locally as needed to additional PAN users, such as teachers or curriculum coordinators, by editing existing user accounts.

• 2018 Grades 3-8 CBT Released Items and Resources:

Other grades 3–8 materials that will be available on the MCAS Resource Center (under the Released Items tab) on June 5, include the following:

1. a pre-populated file of statewide preliminary results by grade and subject for machine-scored CBT items to facilitate analysis of grades 3–8 data
2. CBT released items and item descriptions on which the preliminary grades 3–8 results are based

• DESE MCAS WebEx on June 5 from 10:00 a.m.–11:30 a.m.

The Department will host a WebEx on June 5 from 10:00 a.m.–11:30 a.m. to share information on the preliminary reporting schedule, available data in each round of release, as well as a demonstration of a new template for district and school test item analysis. Principals, MCAS test coordinators, and data specialists are encouraged to participate. Registration is available online until Friday, June 1 here

<http://www.doe.mass.edu/conference/?ConferenceID=9824>