District-wide Committees: A Celebration of Collaboration

Metuchen Public Schools
May 21, 2019
7-point decision making continuum

(Consortium for Educational Change, 2013)

1. Our decision;
   we will inform you prior to implementing

2. Our decision;
   we will consult with you before we decide

3. Joint decision;
   we will co-construct this decision

4. Your decision;
   you will consult with us before you decide

5. Your decision;
   you will inform us before you implement

6. Your decision

7. Your decision
An alternate look at the 7-point decision making continuum (Metuchen, 2017)
Collaborative School Leadership
Problem solving and Shared Decision Making process

Metuchen’s Common Inquiry-Based Research Cycle
Threaded by Metuchen Achievement Coaches and Adapted from:

Action Research Processes:
NJDOE Evidence-Based Conversations
NYU Metropolitan Center for Urban Education Action Research Process
Kemmis & McTaggart’s Action Research Model

Social Problem Solving Models:
Dr. Maurice Elias, Rutgers University
Dr. Myrna Shure, Drexel University
Moss School Teachers’ Common Core Problem Solving Model

SGO Processes:
NJDOE SGO Process
James Stronge SLO Process

S.M.A.R.T. Goal

Select a Focus

Brainstorm & Plan

Act & Observe

Gather Information

Reflect
Districtwide Collaboration

Central Office

District Leadership Team

District Committees

School

Classroom

Instructional Council

Initiatives

Improving teaching and learning
Leadership Teams

• Moss SLT
• Campbell SLT
• Edgar SLT
• MHS SLT
• Special Ed Leadership Team
• District Leadership Team (DLT)
## District Committees for 2018-2019

<table>
<thead>
<tr>
<th>Group A</th>
<th>Group B</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/25, 11/27, 1/29, 3/26</td>
<td>10/30, 12/18, 2/26, 4/30</td>
</tr>
<tr>
<td>DPDC – DeSimone, Logan</td>
<td>Technology - Evans, Little</td>
</tr>
<tr>
<td>Health &amp; Safety – Stike, Miller</td>
<td>Service Learning – Kamin, Khoudja</td>
</tr>
<tr>
<td>Attendance – Henn, Karger</td>
<td>Policy – Paredes, Wardlow</td>
</tr>
<tr>
<td>SE/CD – Kirschner, Cheung</td>
<td>Staff Wellness – Cathcart, LButler, Zaneto</td>
</tr>
</tbody>
</table>

plus, Instructional Council
Alignment of district and board of education committees

<table>
<thead>
<tr>
<th>District committee and co-chairs</th>
<th>Board committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPDC – DeSimone, Logan</td>
<td>Curriculum</td>
</tr>
<tr>
<td>Service Learning – Kamin, Khoudja</td>
<td>Curriculum</td>
</tr>
<tr>
<td>Technology – Evans, Little</td>
<td>Finance</td>
</tr>
<tr>
<td>SECD – Kirschner, Cheung</td>
<td>Curriculum</td>
</tr>
<tr>
<td>Attendance – Henn, Karger</td>
<td>Policy</td>
</tr>
<tr>
<td>Health and Safety – Stike, Miller</td>
<td>Facilities</td>
</tr>
<tr>
<td>Policy – Paredes, Wardlow</td>
<td>Policy</td>
</tr>
<tr>
<td>Staff Wellness – Cathcart, LButler, Zaneto</td>
<td>Extracurricular</td>
</tr>
</tbody>
</table>
Metuchen Health and Safety Committee

• Formed in the 2018-2019 school year, included representatives from Campbell, Edgar, and Metuchen High School
• Provided opportunity for teachers and staff members to bring focus on areas of concern and offer input for solutions to noted problems.
• Notable accomplishments, decisions, conversations for 2018-2019 school year:
  • Visit from NJEA Mold Remediation/Environmental Specialists, November 2018
  • Re-design of Edgar drop off in back parking lot
  • Regular reminders to parents of “No Drop Off” Brunswick Ave, as well as communication with Metuchen PD about dangers present on Brunswick Ave during morning drop off at Edgar
  • Installation of 26 additional Hand Sanitizer stations at Edgar
  • District Maintenance notified of drainage issues during heavy snows at Campbell schools, will work to clear snow quickly and send extra personnel to Campbell to provide assistance if possible
  • Review of new school temperature legislation which was signed in fall of 2018
  • Notification of district maintenance re: burned out street lights and need for crosswalk between faculty lot and entrance door at MHS
  • Looking ahead – indoor air quality visitations and classroom checklists to be available in near future for all classrooms
  • Very active committee – looking forward to welcoming new members next year!
AP Environmental Studies students and AP Spanish Language and Culture students worked with Rutgers Professor Michele Bakacs on a water conservation project, including the installation of a rain barrel at MHS. The information from that project will be shared with the third grade students at Campbell School this month.

MHS and Campbell School will celebrate World Environment Day with activities at both schools, including MHS students who are recent immigrants to the United States.
Service Learning Committee, 2019

- Teachers from Campbell School, Edgar School, and Metuchen High School collaborated throughout the school year on an interdisciplinary program for World Environment Day.
- MHS students sent letters, composed in both English and Spanish, to soldiers in the US Army.
- MHS students presented fall and spring programs for the children residing at Ozanam Family Shelter.
- The MHS Italian Club and the Careers Club prepared sandwiches for Ozanam Family Shelter residents.
- MHS students collected 225 boxes of cereal and oatmeal, donated to Hands of Hope Family Shelter, as part of the Go Red Day initiative for Women's Heart Health.
- Throughout the 2018-2019 school year, Janis Lewandoski collected food for the needy at MHS.
- MHS students volunteered at Hands of Hope Food Pantry, translating documents from English to Spanish.
...to incorporate some Staff Wellness into our PD (starting May 2019)

- begin each in-service day with the choice of a one-hour session devoted to our mental health (including Yoga, Mindfulness, Art, Nutrition, Escape Room, Fitness Room)
- Supervisors will discuss department needs and create CTI tracks for the year.

Collaborated with
1:1 Initiative

Balanced Use
- Staff collaboration time for best practices
- Compile list of techniques
- Provide student choice: paper vs online

Hardware Platform
- Distribute CBs to 8th and 12th grade also
- Carts of PCs for Business, Practical Arts, & Math
- Continue to evaluate pen-based devices

Homework/Grading Platform
- Email addresses added to Genesis
- Lesson on email etiquette
- Parent letter re: Gaggle
- Accounts active January 15
- 300 active classrooms
- Gaggle activated
- Charging stations installed at EMS
- Devices given to 7th & 11th grade teachers
- Course pages in Genesis
- Teachers post hyperlinks

Technology 18-19
Social, Emotional and Character Development Committee
2018-2019 Co-Chairs: Brooke Kirschner, Judi Cheung

- Presentation on Collaborative Problem Solving
- Think Tank
  - Shared Character Education materials and experiences among members, including Think Sheet and Friendship Rubric
Policy committee

• Increase enrollment resulting in more representation from all of the schools
• More direct communication with the Board of Education via attendance at BoE Policy Subcommittee meetings and more transparency through minutes posted on Google Docs
• Continued use of staff access to Strauss Esmay
• 5200 Attendance, 5550 Disaffected Students, 3321 Acceptable Use of Computer Networks, 5330.04 Administering an Opioid Antidote, 9541 Student Teacher/Interns, 5701 Plagiarism, 3212 (Staff) Attendance and Regulations, 5756 Transgender Students
Attendence Committee Recommendations
Kathleen Henn, Sarah Karger, Sarah Anderson, Kathleen Zaleck, Barbara Zeman

1. Aligning Metuchen Regulation with NJDOE Code

<table>
<thead>
<tr>
<th>NJDOE Code</th>
<th>Metuchen Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excused Absences</td>
<td>Religious, &lt;= 3 College visit, 11,12 Gr., Veteran’s observance, Child to Work Day, No sending sch transport</td>
</tr>
<tr>
<td>“Present” definition</td>
<td>One hour forenoon, One hour afternoon</td>
</tr>
</tbody>
</table>

2. Improve measurement within Genesis for accurate and efficient data gathering

3. Create school based committees to plan Tier 1, Tier 2, and Tier 3 Interventions
Tiered System of Supports For Improving Attendance

**Tier 1**
- Engaging school climate
- Positive relationships with students and families
- Impact of absences on achievement widely understood
- Chronic absence data monitored
- Good and improved attendance recognized
- Common barriers identified and addressed
- Students missing less than 5% (satisfactory)

**Tier 2**
- Personalized early outreach
- Action plan addresses barriers and increases engagement
- Caring mentors
- Students missing 10-19% (moderate chronic absence)

**Tier 3**
- Coordinated school and interagency response
- Legal intervention (last resort)
- Students missing 20% or more of school (severe chronic absence)

Levels of Support:
- Individualized
- Universal
- High Cost
- Low Cost
Next steps

• How did we do to extend the collaboration this year?
  – PTO, central office, B&G, etc. – **We’ve made great strides**
  – Fall AND spring district committees to board committees – **Most committees just met together once**
  – Pilot (with at least 2 district committees) having a board member attend – **Should this be a goal?**

• What committees should run in 2019-2020?

• Other thoughts?

• Thanks for your contributions this year. They are greatly appreciated.