



Quick Wins and Short-Term Priorities On-Site Feedback for the School

School: Central Square Middle School	District: Central Square School District	Date of Visit: May 21-23, 2019	Principal: Mathew Penrod
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Below are two types of feedback the team provides to schools at the conclusion of the visit. The school should expect to receive its full report outlining team-areas of need in approximately eight weeks. The feedback below represents guidance for the school to build momentum and better position itself for addressing challenges ahead. The full report will identify issues the school will need to address for future success and will be helpful for the school as it plans its School Comprehensive Education Plan (SCEP) for 2019-20.

The **Quick Wins** have been offered by parents, staff, and students to address concerns they have identified. These Quick Wins are intended to result in visible improvements that will illustrate the school’s commitment to improvement and build momentum for future change.

The **Short-Term Priorities** are the team’s guidance on what needs to be done between the conclusion of the visit and the time the report will arrive in two months so that the school is ready to accomplish larger issues in the report.

Both the Quick Wins and the Short-Term Priorities are being offered to assist the school in its improvement efforts. This guidance may only be implemented consistent with the district’s school-based management/shared-decision making plans, applicable provisions of collective bargaining agreements, and other requirements pertaining to consultation or collaborative decision making. The school leader is responsible for ensuring that no item below is implemented prior to any required consultations occurring or agreements secured.

The guidance below may include dates that have been offered as technical assistance to help the school understand how to proceed with the guidance offered. These dates have been agreed to by the principal. The school may amend these dates following the visit if it is agreed locally that the dates require adjustment. In addition, the review team has shared that the New York State Education Department (NYSED) does not penalize schools if the guidance offered below is not implemented; instead, the guidance is offered as technical assistance by the team in its role as a thought partner interested in helping the school improve. After appropriate stakeholder engagement has occurred, the school may identify alternative strategies to address the issues identified.

The Quick Wins and the Short-Term Priorities were shared and discussed with the principal before they were finalized. As part of the visit process, the team shared their rationale for providing the feedback below and provided the principal with opportunities to ask questions regarding this guidance. The Quick Wins and Short-Term Priorities below have all been agreed to by the principal.

1) Quick Win:

Beginning May 24, 2019, the building principal should visit the cafeteria to remind students how to behave and ensure that the monitors understand what is acceptable behavior and what is not. School leaders should continue to supervise in the cafeteria during every lunch block.

Origin:

This Quick Win came from students. They shared that they would like better supervision in the cafeteria and more consequences for behavior that is less than good and that if the building principal visited the cafeteria this would help address this. The idea was also shared with the building principal, other students and teachers who agreed that such an action could be helpful.

2) Quick Win:

At the Faculty Meeting on June 3, 2019, the building principal should communicate to all staff, including counselors, that some teachers, particularly special area teachers, would like better and more timely communication regarding students who may need some additional emotional support on any given day.

Origin:

This Quick Win came from staff. They shared that sometimes staff, including counselors, may have information about individual students that would assist them in dealing with students with social and emotional learning needs and that on occasion, an email would help address this. The intent of the email is not to divulge confidential information but rather to heighten awareness of student needs. The idea was also shared with the building principal and other staff, who agreed that such an action could be beneficial.

3) Quick Win:

By May 31, 2019, the building principal should:

- Inform parents that they will receive information about their children's curriculum.
- Inform teams to devise a group notification advising parents on what their children will be learning in the next few weeks in each subject.

Origin:

This Quick Win came from parents. They shared that they would like to be more involved in their children's learning and that emails from teachers each month would help address this. The idea was also shared with other parents and the building principal who agreed that such an action could be helpful.

Short-Term Priorities:

1) Short-Term Priority:

By the beginning of the next school year, the building principal should establish a schedule of regular visits to meet with students to reiterate and reinforce rules and expectations for all students.

2) Short-Term Priority:

By the beginning of the next school year, the building principal should establish a schedule to host multiple forums during student team meeting times so that students' concerns and suggestions can be heard.

3) Short-Term Priority:

By the beginning of the next school year, the building principal, principal and the assistant principal should re-evaluate their roles and responsibilities and re-commit to a strict adherence to classroom walkthroughs to focus on instructional expectations and give teachers actionable feedback.