

TMMS School Council Minutes

Meeting Date: 1/24/2018

Meeting Place: Principal's Office

Meeting Time: 3:00 PM to 4:00 PM

In Attendance:

Faculty: Molly Cohen, Chris Cornett, Luke Maus, Meghan Singleton, Maureen Walker

Norms:

- A. Technology: excuse to use in case of emergency
- B. Putting ideas on the table (taking risks)
- C. Equitable time for participation (pause/reflect/ paraphrase)

Meeting Minutes:

1. Ms. Cohen facilitated a discussion on the School Improvement Plan for SY18 in regards to the action steps we are taking to further the school in the right direction.
 - a. Conversation dealt with the manner in which staff members are implementing data walls in the classroom to demonstrate growth and progress while serving as measures of informing instruction. Answers from the group indicated that the use of data walls – while executed differently by teachers at TMMS – all served to benefit their classrooms as a way to motivate students and encourage them to see their development.
 - b. Furthermore, different means of observation and lesson study practices – including peer observation, learning walks, and the concept of “visiting guests” – were reflected upon as positive developments in attaining best practices for learning.
 - c. Discussion continued about wanting to listen to what the staff wants and needs before the planning of professional development sessions held at TMMS. There was agreement that doing so would generate even more meaningful outcomes.

2. MCAS Dates for English Language Arts window April 2-May 4:
 - a. Grade 8 – April 3 to April 6
 - b. Grade 7 – April 10 to April 13
 - c. Grade 6 – April 24 to April 27

MCAS Testing Window for Mathematics and Science:

Math April 3 to May 25

Science April 4 to May 25

- a. Grade 8 – TBA between May 3-25
- b. Grade 7 – TBA between May 3 -25
- c. Grade 6 – TBA between May 3-25

MCAS Alts Due March 28, 2018. Parent/Guardian showings will occur one week prior

2018 MCAS Alternate Assessment (MCAS-Alt) Grades 3–8 and high school	
Order MCAS-Alt materials	January 8–19
Receive MCAS-Alt materials	Week of February 26
Complete PCPA (Before Testing section)	
Report packing discrepancies, if necessary	February 26–March 22, 12:00 p.m. ⁹
Order additional materials, if necessary	
Deadline to complete the PCPA	March 28, 3:00 p.m. (updated)
Deadline to schedule UPS pickup	
Deadline for UPS pickup	March 29 (updated)

Spring 2018 MCAS Tests for Elementary and Middle Schools Grades 3–8 ELA and Mathematics, and grades 5 and 8 Science and Technology/Engineering Tests computer-based tests (CBT) and paper-based tests (PBT)¹¹	
Complete the SR/PNP process	January 22–February 2
Receive test administration manuals	March 19
Conduct Infrastructure Trials on the PearsonAccess Next training site, including downloading ProctorCache software (strongly recommended)	Available beginning February 12; schools are recommended to complete their Infrastructure Trials by March 2.
Precache operational test content for spring 2018 testing	Operational test content will be available for precaching on or around March 20, but schools should not precache until two weeks prior to the start of their testing window.
Complete PCPA (Before Testing section)	
Order additional manuals, if necessary	March 19–29, 12:00 p.m.
Complete the SR/PNP process	January 22–February 2
Receive test materials	March 19
Complete PCPA (Before Testing section)	
Report packing discrepancies, if necessary	March 19–29, 12:00 p.m. ¹²
Order additional materials, if necessary	
ELA test sessions	April 2–May 4¹⁴
Mathematics test sessions	April 3–May 25¹⁵
STE test sessions (grades 5 and 8)	April 4–May 25¹⁵
Deadline for updating SR/PNP information, if necessary	ELA: May 7, 3:00 p.m.
Deadline to complete the PCPA	Math/STE: May 29, 3:00 p.m.
Mark students' tests complete, if necessary	
Deadline for updating SR/PNP information, if necessary	ELA: May 7, 3:00 p.m. April 30, 3:00 p.m.: Scheduling early pickup
Deadline to complete the PCPA	Math/STE: May 29, 3:00 p.m.
Deadline to schedule UPS pickup	May 22, 3:00 p.m.: Scheduling early pickup
Deadline for UPS pickup	ELA: May 8: Pickup deadline

May 1: Early pickup

Math/STE:

May 30: Pickup deadline

May 23: Early pickup

Recommended Session Lengths for the 2017–2018 MCAS Elementary and Middle School Tests

For **CBT**, test sessions must be administered as close together as possible to all students taking that test in the same school, with exceptions that will be described in the [Principal's Administration Manual](#) (PAM). For **PBT**, each test session must be administered simultaneously to all students taking that test in the same school (also with certain exceptions). The PAM will provide additional details on scheduling test sessions.

While MCAS test sessions will remain untimed in spring 2018, the Department suggests that schools schedule the following amounts of time for MCAS testing:

MCAS Subject Area Test	Number of Sessions	Recommended Testing Time for Spring 2018
ELA	2 sessions (<i>updated for 2018</i>)	2 hours per session
Mathematics	2 sessions	1 ½ hours per session
STE	2 sessions	1 hour per session

The recommended testing times above are based on an analysis of student testing time from the first year of MCAS next-generation computer-based testing in 2017 (and are slightly longer than recommendations from the previous year). The Department will continue to review testing time used by students during computer-based testing in order to make any additional adjustments in the future.

Since next-generation MCAS test sessions are longer than those from the legacy MCAS tests, schools may plan for one short, supervised break per session (3–5 minutes) to be given at each test administrator's discretion for all subject area tests for grades 3–8. Schools may also consider providing designated accessibility features (DFs), which are available to all students, such as DF3 ("Frequent brief supervised breaks"), particularly for younger students.