

Brentwood District AIS Committee Meeting Minutes
October 28, 2008
Secondary: 3:00 p.m. – 4:30 p.m.

Present (Secondary Committee): Donna McStay, Kyrie Seigel, Kevin Coyne, Janeen Veach, Barbara McNicholas, Joan Lange, Judith List, Adrienne Ratuszny, John Callan, Jr., Ann Palmer.

Secondary:

- 1) All classroom teachers (ELA, math, science, social studies) must monitor AIS progress for students who have failed a State exam. The classroom teacher, not the AIS teacher, is responsible for keeping the TAN (Teacher Assessment Notebook). For ESL teachers, the general classroom English teacher will keep a TAN on the advanced ELL's, and the ESL teacher will keep the TAN on the intermediate or beginner ELL's. Special Education teachers generate students' IEP's and have a system in place already to monitor student progress. Therefore, they do not have to keep a TAN.
- 2) The implementation of the TAN's (Teacher Assessment Notebooks) on the middle school levels was discussed and a sample TAN was reviewed. In general, it seems as if all the buildings have distributed the TAN's, and teachers have begun to use them to monitor their students' progress. In using the checklists, only a handful of skills have to be addressed each quarter. Teachers should include student samples in the TAN that demonstrate growth in those areas.
- 3) All schools should have received two (2) copies of the Home Reports for the State exams. One (1) copy should have been filed in the CUM folder and the other copy should have been given to the teacher to be placed in the TAN notebook. Joan is going to see to it that all schools receive those copies. Additionally, she will check into using NYSTART to generate Skills Enhancement reports which will enable teachers to more easily identify their students' strengths and weaknesses. Adrienne had a copy to use as a reference.
- 4) Joan reported that the AIS letter to all Freshman Center and middle school students' parents/guardians will be sent home this week. The letters for the elementary and high school students will follow. The letter states that the student is receiving AIS services.
- 5) Under the Commissioner's Guidelines, parents must be notified four (4) times a year regarding AIS progress. It was confirmed that AIS reporting (#99 and at least one AIS comment) will be completed on the five-week notices. Teachers do not have to indicate AIS monitoring (#99) on the report cards. Joan will e-mail the principals asking them to pass on the information to their faculties.

- 6) It was decided that the Freshman Center will use the same AIS skills checklists that the middle schools use to monitor AIS progress. Donna will have production send them the needed copies. Barbara brought up that there is a great need for better communication in regards to student testing results. Because the Freshman Center is a stand-alone building, it is imperative that they receive testing results and Skills Enhancement reports ASAP so that their students can be best served. Joan will look into have these reports automatically sent each year to all the buildings as a matter of course.
- 7) Kyrie will draft an informational memo to teachers outlining the AIS committee's monitoring and reporting processes.
- 8) The committee will discuss drafting a District AIS Plan.
- 9) Next meeting is scheduled for Wednesday, November 12, 2008 @ 3:00 p.m. in the EMS library.

Brentwood District AIS Committee Meeting Minutes
November 3, 2008
Elementary Committee: 4:00 p.m. – 6:00 p.m.

Present: Donna McStay, Kevin Coyne, Irma Colon, Fern Sasso, Janine Pelletiere, Diane Knoblach, Dina Protus, Doug Borsuk, Patrick Morris, Aurelia Henriquez.

- 1) The committee members approved revisions for the Academic Intervention Services Checklist for ELA/Math for 4th and 5th grades (green folder). Aurelia will contact the principals with the minor revisions. The principals will be asked to pass on the request for changes to the classroom teachers. A revised copy will be completed and sent to production for the 2009-2010 school year. Principals will be asked to order their own when they order their report cards. Teachers will be asked to fully complete the information on the folder. They should add evidence of student progress to the folders in the areas in which the student has weaknesses.
- 2) The Grades 4 and 5 Academic Intervention Services Progress Reports are in the elementary buildings and the teachers have completed them for the first quarter. As per Aurelia, the labels were ordered for all of the buildings. Some buildings have not received their labels (5 per student) for the reports. Principals should contact Data Processing if this is the case.
- 3) In order to be in compliance with the State, AIS must be provided to all identified students in K-3 in addition to 4 and 5. The students who score below the 25th national percentile on the Terra Nova for grades 1 and 2, and those who fell below a 50 on the current Kindergarten Assessment (Early Numeracy). It is understood that all efforts will be made to provide the necessary services and that, in many cases, small group instruction in the classrooms is will be considered sufficient AIS services. An example may be the beginner and intermediate ELL's who, otherwise, have no other time within the school day to receive AIS services.
- 4) Paul Nolan reported that a representative from CTB McGraw-Hill will be invited to address the elementary consultants on the new edition of the Terra Nova, scheduled to be released this year.
- 5) All parents/guardians must be notified if their child is receiving AIS services. A parent notification letter was sent out to the elementary principals. The forms must be completed as soon as possible and sent home.
- 6) The next Elementary AIS Committee meeting is scheduled for November 18 @ 4:00 p.m. in the Oak Park library. On the agenda will be possible methods to monitor AIS student progress in grades K-3.

Brentwood District AIS Committee Meeting Minutes
November 12, 2008
Secondary: 3:00 p.m. – 4:30 p.m.

Present (Secondary Committee): Donna McStay, Kyrie Seigel, Barbara McNicholas, Joan Lange, Adrienne Ratuszny, John Callan, Jr., Ann Palmer, Jose Suarez, Paul Nolan, Stacey Kimbell.

Secondary:

- 1) The Freshman Center has received the Skills Checklists in ELA, math, science, and social studies to be used to monitor AIS progress. They will have a general meeting to disseminate the information. All content area teachers will be expected to monitor the progress of their AIS students starting the 2nd quarter. In using the checklists, only a handful of skills have to be addressed each quarter. Teachers should include student samples in the AIS folder that demonstrate growth in those areas.
- 2) It's been reported that there is some confusion as to how to complete the AIS Checklist. Kyrie and Donna will generate a sample AIS Checklist to send to the buildings to be disseminated. I will send this in the interoffice mail to you.
- 3) Kyrie revised the "AIS Students and the TAN Notebook" memo sent to the principals to clarify the AIS monitoring procedure. The revised memo was sent to the middle school buildings and will be sent to the members of the committee.
- 4) Under the Commissioner's Guidelines, parents must be notified four (4) times a year regarding AIS progress. It was confirmed that AIS reporting (#99 and at least one AIS comment) will be completed on the five-week notices. Teachers do not have to indicate AIS monitoring (#99) on the report cards. Joan e-mailed the principals asking them to pass on the information to their faculties. Donna and Kyrie will revise the memo from the principals which gets attached to the Performance Notice/Report Card Comments.
- 5) It was emphasized, once again, that the content area teacher (not the lab consultant or AIS teacher) is the person responsible for AIS monitoring and reporting progress. The committee recognizes the importance of communication among all of the faculty members who provide any type of service to AIS students (e.g. guidance counselor, AIS teacher, etc.).
- 6) Joan will send the committee members sample Academic Intervention Services Plans to be reviewed before the next meeting. Our committee will begin drafting a District Plan to be presented to the BOE for approval. It will include criteria for beginning, continuing, and ending services, a system for monitoring AIS progress over time, parent notification, etc.

- 7) Next meeting is scheduled for Wednesday, December 3, 2008 @ 3:00 p.m. in the EMS library.

Brentwood District AIS Committee Meeting Minutes
November 18, 2008
Elementary Committee: 4:00 p.m. – 5:45 p.m.

Present: Donna McStay, Kevin Coyne, Irma Colon, Fern Sasso, Janine Pelletiere, Diane Knoblach, Dina Protus, Doug Borsuk, Patrick Morris, Kellie Nachmias.

- 1) All parents/guardians have been notified if their child is receiving AIS services.
- 2) The committee members finalized the revisions for the Academic Intervention Services Checklist for ELA/Math for 4th and 5th grades (green folder). Some minor revisions must be made this year to the folder. Irma will give Aurelia a copy of the minor revisions. Aurelia will share the information at the next principals' meeting. The principals will be asked to pass on the request for changes to the classroom teachers. A complete revised copy has been sent to production for the 2009-2010 school year. Principals will be asked to order their own when they order their report cards. They will not be sent to the buildings as they were last year.
- 3) In an effort to establish uniformity in identifying AIS students on the elementary level, the committee recommends that the district continue to use the 25th percentile cut off on the Terra Nova in addition to teacher recommendation for AIS. (Reading: Use the reading score indicated in SAGE. Math: Use the composite score.)
- 4) If a student is receiving AIS services in Grades 1-3, the teacher should write the following on the district report card: "AIS Progress is Being Monitored" (in the appropriate subject areas).
- 5) The District Elementary AIS Committee believes there is a need for a review of the testing instrument used to evaluate students. Specifically, a decision should be made as to whether the district uses TerraNova Multiple Assessment and/or Plus or, if the district chooses to, adopt the newest edition of the test. The AIS Committee recommends that the District Testing Committee reconvene to make that determination.
- 6) In order to more accurately identify the English Language Learners in the district, it is the committee's suggestion that the mid-range, intermediate, and advanced ELL's also be administered the Terra Nova. It would help greatly in generating data for AIS identification.
- 7) In order to ensure that the information from the committee reaches the teachers, Irma will give Aurelia a copy of the minutes. Aurelia will, in turn, share the

committee's requests and recommendations at the next principals' meeting. The principals will be asked to pass on the information to the classroom teachers.

- 8) The next Elementary AIS Committee meeting is scheduled for January 28 @ 3:30 p.m. in the Oak Park library. Please note the new time.

Brentwood District AIS Committee Meeting Minutes
December 3, 2008
Secondary: 3:00 p.m. – 4:00 p.m.

Present (Secondary Committee): Donna McStay, Kyrie Seigel, Barbara McNicholas, Joan Lange, Adrienne Ratuszny, John Callan, Jr., Janeen Veach, Judith List, Kevin Coyne.

Secondary:

- 1) Updated TAN Memo – Juana Perez suggested one minor revision to the TAN memo regarding the ELL's. Any other suggested changes should be sent to Kyrie by Monday. The latest version will be sent to the committee members next week.
- 2) Sample AIS Checklist – A sample of the AIS Checklist was completed by Kyrie.
- 3) The TAN's seem to be going well on all secondary levels. Barbara McNicholas created a Power Point presentation to introduce the use of the TAN for AIS in the Freshman Center entitled, "Everything You've Ever Wanted to Know About AIS and More." The Power Point presentation will be placed on the school's Faculty Shared folder to be used how each building sees fit. Thank you Barbara!
- 4) AIS Policy – Please look at the latest AIS Policy and send your suggestions for revision to Kyrie no later than Monday. Specifically, we must make sure we address entrance and exit plans and notification of parents in both cases. Kyrie and Donna will review the suggested revisions and pass them on to Scott Hartman. Scott will reconvene the AIS Policy Committee to finalize a plan to send to the BOE for approval.
- 5) AIS Plan – Once the AIS Policy is passed by the BOE, a subcommittee will review other district plans and create the Brentwood AIS Plan. The subcommittee members are Donna McStay, Kyrie Siegel, John Callan, Jr., and Janeen Veach. Any other committee members interested in being on the District AIS Plan sub-committee, please contact Donna.
- 6) The following AIS memos, etc. will be given to all secondary teachers responsible for teaching AIS to be used as a reference:
 - Updated "AIS Students and the TAN Notebook" memo
 - Sample AIS Checklist
 - "AIS Report Card" memoThe following committee members will be responsible to have the above items copied and disseminated in their respective buildings: North (John Callan, Jr.), South (Donna McStay), East (Kyrie Siegel), West (Kevin Coyne)
- 7) Next meeting is scheduled for Wednesday, March 18, 2009 @ 3:00 p.m. in the EMS library.