

Pre-SCEP Team Meeting Planning Sessions 1 and 2

Background

The team from the school that developed its School Comprehensive Education Plan (SCEP) will convene in fall 2024 to review the school’s progress toward its Early Progress Milestones and in winter 2025 to review progress toward its Mid-Year Benchmarks.

Prior to each meeting, the principal will participate in a **Pre-SCEP Team Meeting Planning Session** with the school’s SCEP liaison from NYSED (for schools in the CSI Support Model) or from the District/BOCES (schools in the ATSI and TSI Support Models).

These two meetings are the first two of five designated touchpoints that schools will have with their SCEP liaison from NYSED (CSI support model) or the District/BOCES (ATSI and TSI support models).

	Planning Session 1	Planning Session 2	Planning Session 3	Planning Session 4	Planning Session 5
Session Objective	Prepare for team’s Early Progress Milestone Review	Prepare for team’s Mid-Year Benchmark Review	Prepare for team’s completion of re-identified school Needs Assessment	Propose Key Strategies; Prepare for team’s writing of its Implementation Plan	Verify SCEP has met minimum expectations; Prepare for Roll-Out of Plan
Principal brings to the session	Early Progress Milestone data	Mid-year Benchmark data	Comes prepared by having reflected on 24-25 plan	Proposed Key Strategies	Proposed final plan (emailed as part of the Session 4 Follow-Up)

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Objective

To support school principals with engaging in collaborative team discussions with their SCEP team regarding the plan’s implementation and determining next steps based on the evidence analysis done by the team.

Scheduling

- The fall session should occur as soon as Early Progress Milestone data is available and prior to the SCEP fall team meeting.
- The winter session should occur as soon as the Mid-Year Benchmark data is available and prior to the SCEP winter team meeting.

End-of-Planning Session Deliverables

By the end of each **Planning Session**, the principal should have an agenda for the 60-120-minute SCEP team meeting that will occur shortly thereafter and a plan for how to run that meeting.

Tips

- As part of the Planning Session, consider how to allocate the time the team will meet to get the most

from the discussion. Not all milestones need to be discussed as a team equally. Some data may warrant more discussion by the team than other data.

- When developing the agenda during the planning session, prioritize offering sufficient time to discuss data that are **surprising, unexpected, and/or lower** than had been hoped. Identify ways to provide space to get team members' thoughts on the conditions that have yielded such data.
- Just because an Early Progress Milestone or Mid-Year Benchmark has not been reached does not mean the strategies are wrong and that the next steps for implementation need to be reconsidered. For example, perhaps the data was not a realistic signal of progress to date. Spend some time during the Planning Session on how the Principal can approach this with the SCEP team. If there are better signals of progress, bring those to the full SCEP Team meeting.
- As part of the Planning Session, discuss entry points into the discussion with the SCEP team.
- As part of the Planning Session, discuss how to share and distribute data related to the Early Progress Milestone/Mid-Year Benchmark to the team members.