



Enlarged City School District  
Committed to Excellence

**Randall Middle School**  
Jordan R. Ashley, Principal  
31 Randall Ave  
Cortland, NY 13045  
607.758.4170  
[jashley@cortlandschools.org](mailto:jashley@cortlandschools.org)

Title of Meeting		Date
Guiding Coalition		5/27/21 - 3:30-4:30 PM
Attendees	Roles	
Jordan, Amoreena, JT, Christina, Amy, Jim, Kristen, Stephanie, Karen	Facilitator: Jordan Recorder: Christina Norm Keeper: Amoreena Time Keeper: Kristen	
Meeting Objective(s)		
<ul style="list-style-type: none"> <li>To gather input regarding the master schedule for next year. (hope to release a draft to staff by early June)</li> <li>To consider questions on how to grow and sustain our PLC culture.</li> </ul>		
Meeting Norms	Collective Commitments	
<ol style="list-style-type: none"> <li>Stay Positive, be open-minded and flexible, and freely express differing views</li> <li>Respect others' ideas and respectfully discuss differences of opinions within the meeting, not outside of the meeting</li> <li>Ensure decisions are research based and aligned with the school's mission and vision</li> <li>Begin and end on time, stay engaged, come prepared, and stay on topic</li> <li>Share the workload</li> </ol>	<ul style="list-style-type: none"> <li>We will reaffirm the moral imperative of our work.</li> <li>We will listen to staff and actively work to address concerns.</li> <li>We will support staff in the work of ensuring high levels of learning for all</li> <li>We will be a positive voice within the school community and promote openness of communication amongst all staff.</li> <li>We will stay solution oriented and be open minded.</li> <li>We will celebrate successes of students and staff related to learning.</li> <li>We will challenge practices and promote changes to ensure high levels of learning</li> <li>We will model collegiality.</li> <li>We will hold ourselves and others accountable.</li> </ul>	
Agenda		
Item	Notes	

<p>Celebrations</p>	<ul style="list-style-type: none"> <li>● Filmed skit for P2 - going well!</li> <li>● 5 ELA has come up with end of year CFAs</li> <li>● Power of essentials - the alignment has been incredible</li> <li>● Accelerated math - alignment</li> <li>● Kids that have struggled with math traditionally have been doing much better due to work of tiered intervention.</li> </ul>
<p>Master Schedule</p>	<p><i>Priorities</i></p> <ul style="list-style-type: none"> <li>- Common planning time - TTCT</li> <li>- Common planning time with co-team/team</li> <li>- intervention time ELA/math/SEL (all three tiers)</li> <li>- consideration of when breaks occur or how long we are teaching straight through</li> <li>- TA scheduled (consistency)</li> <li>- transition times for our special area teachers??? (start block on time)</li> <li>-</li> </ul> <p><i>Feedback and Thoughts on Current Draft</i></p> <ul style="list-style-type: none"> <li>- transitions (are we going to lose instructional time?)</li> <li>- can we see a schedule with transition times?</li> <li>- Jordan says it's a training thing in regard to starting and ending on time</li> <li>- Do we always have to be with students during transitions?</li> <li>- Can students walk to specials?</li> <li>- Move towards a true middle school setting - every teacher needs to be in the hallway supervising</li> <li>- we all need to be on the same page - shared knowledge in regard to what is expected of adults/students</li> <li>- Dismissal time staggered</li> <li>- Bus room issue -</li> <li>- Flex time - are we using it appropriately</li> <li>- Chorus/band - one of the specials instead of being pulled out of Flex</li> </ul>
<p>Committees: Roles, Leadership, &amp; Structure</p>	<p><a href="#">Descriptions Doc</a></p> <ul style="list-style-type: none"> <li>- So all staff are aware of what each committee does</li> </ul>
<p>Planning for Next Year</p>	
<p>Sustaining the school leadership</p>	<p><a href="#">Research has begun</a></p> <ul style="list-style-type: none"> <li>- How do we sustain a guiding coalition?</li> <li>- We are awaiting calls back from some districts.</li> </ul>

Questions for Brian	<ul style="list-style-type: none"> <li>- We will table this for next meeting.</li> </ul>
PDS Mentoring with SUNY Cortland	<p><a href="https://drive.google.com/file/d/1SUWnoQesj6ldK-Een4ZFzxiqL0IV94v8/view?usp=sharing">https://drive.google.com/file/d/1SUWnoQesj6ldK-Een4ZFzxiqL0IV94v8/view?usp=sharing</a></p> <ul style="list-style-type: none"> <li>- We have an opportunity to have a class come to observe us</li> <li>- Read the document to find out more details</li> <li>- We need to make sure it is worth our while</li> <li>- We need to make sure that we have enough teachers that are willing to host</li> <li>- Grade level leaders will bring this up at grade level to see what the grade level thinks</li> <li>- We need to let SUNY College know what requirements and expectations we have</li> </ul>
Next Steps	
Parking Lot	