****

PCSB Early Childhood PMF Task Force

Mission Specific Committee

May 13, 2014 9:30 am – 11:30 am

Minutes

**Mission Specific Committee Objectives:**

1. Discuss and formulize business rules for mission specific goals
2. Discuss and formulize business rules for mission specific floors and targets
3. Present business rules to task force 2014-15 for EC PMF implementation 2015-16

**Minutes**

1. Welcome & Introductions
2. Committee Norms
	* 1. Honor time (start and end on time)
		2. Be open and respectful; be open to all possibilities as the process evolves
		3. Goal-oriented and solution driven
		4. Make sure discussions/proposal is good for all LEAs
		5. Create/foster safe environment to struggle with different issues
		6. Use parking lot for off-topic issues

These norms were not discussed just posted on the agenda for reference. The group did refer to them as needed throughout the conversation, mainly iv. Making sure discussing/proposal is good for all LEAs. The group did follow the norms through the discussion.

1. Look at proposed proposal
	1. Work in groups to agree/modify – identify note taker
		1. **Group 1 Notes:**

Display only.

This group felt the metric should be display only but was not in agreement on the rigor of the goal. Some felt the display option should follow the same criteria outlined for the goals that are included in the points. Just by putting it on the PMF, the goal receives weight to those who view it. Some felt that it should be displayed as described on the proposal – missions have value even if schools can’t find perfect tool to measure. The concern overall with including it as points is that it is another way for schools to “game” the ECPMF. These goals can be used in charter renewal.

* + 1. **Group 2 notes:**
			- Official board vote instead of panel offering “final approval” of MSG.
			- Panel would include participation of cohort of schools planning to use MSG’s (especially during pilot process so that kinks can be worked out)
			- Established timeline for application/approval to ensure transparency and fairness.
			- Established timeline to change/drop the MSG in subsequent years. And possible criteria for mission amendment, added grades, etc???)
			- ? How will MSG be explained to the public?
			- ? Can a school change the measurement tool but maintain the goal, or are goal/tool tied together in application?
			- ? What will be the point value/percentage of the PMF covered by MSG? (maybe 5%) (Standardized for all schools)
			- Will internally developed measures be allowed
		2. **Group 3 Notes:**

|  |  |
| --- | --- |
| Concerns | Responses |
| Peer Panel | Eliminate peer panel – PCSB can with input from a content expect |
| Changing only every 5 years- too long | Align with process & criteria for rest of PMF |
| Needs to be time for schools to pilot new tools to establish baseline  | Allow for a 1-year time period to pilot |
| Further Define validity – criteria (lots of variance, same tool may not have) | PCSB supports the analysis of validity of tool – Further define this, not necessarily make it more rigorous. |

* 1. Whole Group Discussion- captured by topic:

**Clarification on the panel:** The thinking is the panel would review the MSG application and supporting documents against the well-designed rubric to recommend to PCSB staff for final approval and negotiations before going to PCSB board for vote. The panel would not negotiate the targets.

**Display Only:** While one group felt strong that the MSG should be display only because it is not a common topic across the board for all schools. Schools will easily receive 10 points for MSG and should not be included in an accountability framework. Another group pointed out that display only is just like another advertisement, which can be done on an LEA’s website. The PMF is not a place for advertising a school. By committing to opting in for points, the school is making a commitment that this goal is central to the mission and central to the students. Schools with a strong MSG start with this goal from day one. This goal may already be captured in the PMF through progress, achievement or another indicator but for a school where the mission is not captured, it is a place for them to show the importance. The EC PMF has a lot of choice already, SEL is an option, schools who end in 3rd grade, the 3rd grade is included. For many programs, they feel that the EC PMF captures their EC program. Some schools, the layout of the current EC PMF does not capture the program, this is a place to capture a more complete view of the EC program.

**Goals** – The group overall liked the duration of a goal for 5 years. In that 5 years, there could be exceptions to change the tool if needed. In extenuating circumstances, a goal would be removed (the tools was discontinued). If a school wanted to make a change to their MSG, they would have to propose the change to the panel then PCSB. Or maybe just PCSB if the change was not regarding the tool itself. The group decided more information on the process of goals – adding, dropping, adjusting needs to be determined.

**Rubric & Panel** – Overall consensus that a strong rubric for the panel would be a good idea. This way the panel can evaluate goals consistently over time. A school should have the opportunity to present information to the panel, sit on the panel and answer questions if needed and have time to resubmit within one cycle if the panel found that the school was missing information. PCSB staff would sit on the panel and listen. Group brought up two options for goal submission – a. a school would have to go through a display only year to tweak any changes that come up out of the panel discussion and out of one year of implementation. b. some felt that a school with a strong tool that has been using the tool for a few years, should be committed to stepping in to the PMF on day one. So there would be no display year. They would be allowed a few weeks to resubmit information then go through the process of vote by PCSB board. Next steps: define norms and process for the panel, also create rubric with definitions for all key terms.

1. **Next Steps**
	1. Google Doc – Erin will set up a google doc by Friday, May 16, 2014 for the committee members to interactively work on the following:
		1. Panel- norms and processes
		2. Annual timeline
		3. Rubric- create with definitions
		4. Goals – process for add/delete/change
2. **Next Meeting** – June 10 – for committee members only. Committee was okay with two members who were not able to attend this meeting but intended to, to come next meeting.
	1. Bring example goals that may fit for this process
	2. Have included your thoughts in the google doc for continued discussion at this next meeting.