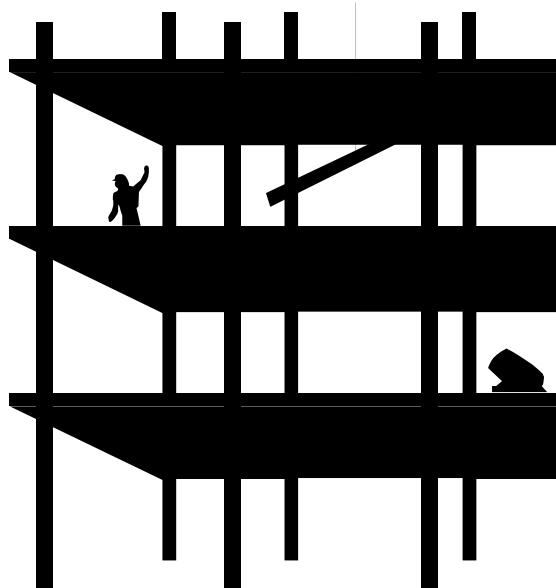


A PUBLIC MEETING BLUEPRINT FOR CLOSING THE ACHIEVEMENT GAP



**Building a strong foundation
to ensure student success!**

Introduction

In the 2002 Kentucky Legislative Session, **Senate Bill (SB) 168**, was enacted to reduced achievement gaps in public schools.

- The SBDM Council has the responsibility to identify the achievement gaps and create a plan by establishing targets for reducing those gaps.
- The principal then has the responsibility **to convene a public meeting to discuss the plan and receive input from parents, family, and staff**. The public meeting should be an open dialogue, creating an atmosphere of discussion among school community members, not simply a reporting of the School Council's plan.

The purpose of this handbook is to provide direction and support materials to you as you convene your public meeting on the issue of reducing achievement gaps at your school.

Checklist for Conducting an Open Meeting

- _____ Notify school community of upcoming meeting forty-eight (48) hours in advance.
- _____ Post notification form in prominent location within the building forty-eight (48) hours in advance. If your school has a marquee, display meeting information (see sample)
- _____ Fax transmittal of Public Meeting Notice for media notification to SBDM Office (see fax transmittal notice)
- _____ Send letter home inviting parents to the public meeting (see sample letter)
- _____ Announce open meeting in school newsletter, school newspaper or other appropriate school publications
- _____ Draft meeting agenda (see sample agenda and helpful hints)
- _____ Provide a draft of school's plan for reducing the achievement gaps to Open Meeting participants
- _____ Provide data information for review and discussion
- _____ Develop a meeting format (example, large group discussion, small break out groups, panel discussion, etc.)
- _____ Open the doors and welcome family and school community members to discuss the plan

Please Post

NOTICE OF PUBLIC MEETING

Topic: Reducing Achievement Gaps

What: A Public Meeting

When: _____ **at** _____
(Month/Day) (Time)

Where: _____

Purpose: To review and suggest changes in a plan for reducing identified achievement gaps at our school.

(Sample Agenda for Public Meeting)

Agenda for Public Meeting

(School)

(Date)

- I. Introduction/Welcome**

- II. Defining the Achievement Gaps**

- III. Review of Our Data**

- IV. Public Discussion of the Plan**

- V. How We Follow Up**

Helpful hints for Agenda Items

Here are a few helpful hints to consider when planning your Open Meeting.

I. Introduction

- Welcome your guests and give a brief explanation of the task for the meeting
- Introduce council members and any additional key players for the Open Meeting

II. Defining the Achievement Gaps

- Define the “achievement gap” according to the law:

An achievement gap is a performance difference on each of the tested areas by grade level of the Commonwealth Accountability Testing System (CATS) between various groups of students. Here are the examples:

- Minority and non-minority student
- Male and female students
- Students with and without English Proficiency
- Students with disabilities and those without disability
- Students eligible for free and reduced lunch and those student who are not eligible

III. Review of Our Data

- Give a brief explanation of how test scores are given by subject areas and **disaggregated** by the **categories shown above**.
- Using transparencies and handouts when looking at the data, explain gaps by categories and subject area at your school. A careful look at these transparencies and handouts should show where gaps are the largest in particular areas.
- Give a brief explanation of how the School Council and the school staff began developing a preliminary plan based on identification of the gaps.
- Share the plan and ask for input or endorsement, section by section of the plan.
- Be sure that your plan is marked **DRAFT**

IV. Public Discussion of the Plan

- Discuss the plan and be sure to include the biennial targets, strategies, activities, and a time schedule. The activities should include the following areas:
 - Curriculum alignment with the school and with the schools that send or receive the school’s students;

- Evaluation and assessment strategies to continuously monitor and modify instruction to meet student needs and support proficient student work;
- Professional development for staff to address the goals of the plan;
- Parental communication and involvement;
- Attendance improvement and dropout prevention; and
- Technical assistance that will be accessed

V. How We Follow Up

- Publicize in the school newsletter, newspaper, etc
- Review at the next regularly scheduled SBDM Meeting

FAX Transmittal

**TO: Kim Wilson
SBDM Office**

FAX No. 485-6369

NOTICE

PUBLIC MEETING

A public meeting will be held on _____, at _____
(Month/Day) (Time)

_____ in the _____ for the purpose of
(School) (Location)

reviewing and suggesting changes to a plan for reducing identified achievement gaps.

Fax at least 48 hours in advance of the public meeting for media notification.

(Sample Letter to Parents)

March 12, 2005

Dear Parents,

In 2003, school councils set targets for reducing achievement gaps in their schools. It is time once again for school councils to evaluate and set new goals based on their school's most recent test scores, and adjust their school plan to close those gaps. We will be holding a public meeting at Sample Elementary School on Wednesday, March 20 at 7:00 p.m. to review and discuss the plan for reducing those gaps.

We at Sample Elementary School recognize that increasing our total school scores are important, but it's imperative that we increase the test scores of each student within the school. The plan that we will discuss on the 20th will help us focus on that issue.

We hope that you will be able to attend. We look forward to seeing you and hearing your ideas. Thank you for your support.

Sincerely yours,

Mr. Joe Doe, Principal
Sample Elementary School

