

# IDEA B Panel Committee Notes

## Meeting #1: Identify Potential Problems & Ask Clarifying Questions

Friday, September 23, 2022

<b>Committee Name: ECLIPSE</b>	<b>Committee Norms:</b> <ul style="list-style-type: none"> <li>• We speak to and respect each other as professionals</li> <li>• We value each other's contributions and roles</li> <li>• We acknowledge and embrace the strengths of team members</li> <li>• We commit to intentional collaboration during the exploration of any new initiative</li> <li>• We commit to problem-solving by asking clarifying questions, being patient, confirming understanding and communicating to appropriate others</li> </ul>
<b>Committee Focus:</b>	
<b>Members Present:</b>	
<b>Roles and Responsibilities:</b> <ul style="list-style-type: none"> <li>• Facilitator:</li> <li>• Note taker:</li> <li>• Timekeeper:</li> <li>• Speaker:</li> </ul>	

## Agenda

	Agenda Items	Summary of "next right steps"	Communication to Stakeholders (if needed)
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<b>Guiding Question(s)</b>	<p>What are the problems that could be creating barriers for our students?</p> <p>What information do we need to understand the problem?</p> <p>Results from surveys (input from LEAs, parents, students, community members/partners, PED )</p>		
<b>Build Background Knowledge</b>			
<b>Identify Potential Problems</b>			
<b>Generate Clarifying Questions</b>			
<b>Presentation</b>			

## Meeting #2: Identify a Core Problem & Ask Clarifying Questions

Friday, November 4, 2022

<b>Committee Name: ECLIPSE</b>	<b>Committee Norms:</b> <ul style="list-style-type: none"> <li>• We speak to and respect each other as professionals</li> <li>• We value each other's contributions and roles</li> <li>• We acknowledge and embrace the strengths of team members</li> <li>• We commit to intentional collaboration during the exploration of any new initiative</li> <li>• We commit to problem solving by asking clarifying questions, being patient, confirming understanding and communicating to appropriate others</li> </ul>
<b>Members Present: Hart Lewis, Scott McMath, Lisa Blue</b>	
<b>Roles and Responsibilities:</b> <ul style="list-style-type: none"> <li>• <b>Facilitator:</b></li> <li>• <b>Note taker:</b></li> <li>• <b>Timekeeper:</b></li> <li>• <b>Speaker:</b></li> </ul>	

## Agenda

	Agenda Items	Summary of "next right steps"	Communication to Stakeholders (if needed)
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<b>Guiding Question</b>	What is one issue we can focus on that seems to be at the core of the problem?		
<b>Review Notes from Prior Meetings</b>	Committee was organized		
<b>Build Background Knowledge</b>	<p>Are all CORE coaches trained in Structured Literacy? Are all coaches receiving the same PD so coaching is consistent?</p> <p>Are the coaches trained in ECLIPSE? How often are teachers receiving coaching?</p> <p>Is there an exit criteria for a school to "get out of" ECLIPSE?</p> <p>Are we going to increase the number of schools in the program?</p> <p>Who is adapting and modifying curriculum - coach, school, teacher?</p> <p>How does student data in ECLIPSE schools compare to non-ECLIPSE schools?</p> <p>Is school turnover an issue within ECLIPSE?</p>		
<b>Identify a core problem</b>			
<b>Presentation</b>			

## Meeting #3: Define the Core Problem

Friday, February 10, 2022

<b>Committee Name:</b>	<b>Committee Norms:</b> <ul style="list-style-type: none"> <li>● We speak to and respect each other as professionals</li> <li>● We value each other's contributions and roles</li> <li>● We acknowledge and embrace the strengths of team members</li> <li>● We commit to intentional collaboration during the exploration of any new initiative</li> <li>● We commit to problem solving by asking clarifying questions, being patient, confirming understanding and communicating to appropriate others</li> </ul>
<b>Members Present:</b>	
<b>Roles and Responsibilities:</b> <ul style="list-style-type: none"> <li>● <b>Facilitator:</b></li> <li>● <b>Note taker:</b></li> <li>● <b>Timekeeper:</b></li> <li>● <b>Speaker:</b></li> </ul>	

## Agenda

	Agenda Items	Summary of "next right steps"	Communication to Stakeholders (if needed)
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<b>Guiding Question</b>	What information do we need to understand the problem?		
<b>Review Notes from Prior Meetings</b>			
<b>Build Background Knowledge</b>			
<b>Generate Actionable Steps to Address the Core Problem</b>			
<b>Finalize Proposal</b>			
<b>Presentation</b>			

## Meeting #4: Propose Action Steps

Thursday, April 7, 2022

<b>Committee Name:</b>	<b>Committee Norms:</b> <ul style="list-style-type: none"> <li>• We speak to and respect each other as professionals</li> <li>• We value each other's contributions and roles</li> <li>• We acknowledge and embrace the strengths of team members</li> <li>• We commit to intentional collaboration during the exploration of any new initiative</li> <li>• We commit to problem solving by asking clarifying questions, being patient, confirming understanding and communicating to appropriate others</li> </ul>
<b>Members Present:</b>	
<b>Roles and Responsibilities:</b> <ul style="list-style-type: none"> <li>• <b>Facilitator:</b></li> <li>• <b>Note taker:</b></li> <li>• <b>Timekeeper:</b></li> <li>• <b>Speaker:</b></li> </ul>	

## Agenda

	Agenda Items	Summary of "next right steps"	Communication to Stakeholders (if needed)
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<b>Guiding Question</b>	What steps does NMPED SED need to take to address the core problem?		
<b>Review Notes from Prior Meetings</b>			
<b>Build Background Knowledge</b>			
<b>Generate Actionable Steps to Address the Core Problem</b>			
<b>Finalize Proposal</b>			
<b>Presentation</b>			