



Orange Township Public Schools
Oakwood Avenue Community School
Mr. Dana Gaines, Principal



Gerald Fitzhugh, II, Ed.D.
Superintendent of Schools

Date: 6-7-22

Time: 3:30 pm - 5:30 pm

Attendance: Francis (Co-Facilitator), Hou (Scribe), Willis (Co-Facilitator), Ntoufas, Venable, Chouloutte

Agenda:

Review Ms. Rolon (Francis) items she prepped for this meeting:

- 1) Discuss PDP
- 2) Kindergarten/Pre-K moving up ceremony
- 3) Requisitions
- 4) End of school year close out
- 5) Field Day

Events:

1. Discuss PDP

- a. Discussed format of PDP
- b. Using intervention blocks to meet the needs of students that are not proficient in mathematics
- c. Discussed any changes for extended day interventions (ask Ms. Venable what will change based on contract)
- d. Ordering activities that target mathematics fluency, "Hand to Mind" to address students that are not proficient
- e. Create a math camp in after school and Saturdays to address gaps
- f. Formulate a study group centered around best practices in Math
- g. Creating a timeline:
- h. At first staff meeting to have copy of PDP or ASP to discuss and have a timeline to be intentional about our goals
- i. Grade level are held accountable for having published for CPT meetings: Have a timekeeper, facilitator, and notetaker
- j. We have met our PDP goals and will continue to make adjustments and improvements. Continue to work on interventions due to learning loss from pandemic.
- k. Evidence of meeting PDP Goals (Math): Intervention period, after school program, using resources such as the tool box, small group instruction, and Iready student learning path (10% increase)



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- I. Organizing small group instruction in the beginning of the school year.
 - m. Evidence of meeting PDP Goals (ELA): Balanced reading, writing prompts, letters training, Intervention period, after school program, small group instruction, (10% increase)
 - n. Training on Reading Plus and IRead is needed
 - o. Training on ASP form is needed
 - p. Adding intervention teachers to the schedule
- 2. Kindergarten/Pre-K moving up ceremony**
 - a. Setting up stage and tables for Moving-Up Ceremony (facility report has been submitted)
 - b. Preference for Moving-Up Ceremony for Kindergarten/Pre-K in the auditorium
- 3. Requisitions**
 - a. Ask Ms. Jackson to submit a list of vendors for teachers that Oakwood can use.
 - b. Proper procedures for creating a requisition: asking for a quote from the vendor and the vendor number/ID should be on the quote, and any discounts
 - c. New Jersey Contracted
 - d. Is it still a \$500 spending budget?
- 4. End of school year close out**
 - a. We preferred the to have the close-out procedures that we had from last year
 - b. A list of sign-off sheet and people who are responsible for signatures (SLT rep had to sign-off)
 - c. Requisitions may or may not be apart of close-out procedures
 - d. Deadline for close-out sign off sheet?
- 5. Field Day**
 - a. Schedule was created for Pre-K-3, 9am-11:30, start day at 9:20, walk back at 11
 - b. Set-Up Speakers for outdoors
 - c. Provide schedule for the day
 - d. Remind parents to send water
 - e. Permission slips need to be submitted
 - f. Easter Eggs, water balloons, and spoons
 - g. Schedule was created for 4-7, 11:30-12:30
 - h. No sandals, wearing sneakers in order to play
 - i. Are tables and chairs added to Field Day at the park? (facilities requisition)



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- j. Ms. Venable and Mr. Tarpkin will supervise students who have not earned Field Day due to behavior

****Special Notes and Considerations**

~Send out Close-Out procedures and sign-off sheet