

December 15, 2016 Leadership Meeting Minutes

3:00 pm Minutes from November read and approved

3:05 Review of School Improvement Plan Goals

How is the plan and action matching up? What pieces are working and not working?

- Math will be addressed at the next PD day which addresses our SIP
TAs to cover this, 3 hour sessions needed to complete, beginning with Kindergarten
- Data Days
 - No additional funding has been received from the district for data days
 - Current funds must be used to cover the entire year
 - Do we need a full or half a day? Appreciated the whole day last year, need to do right after MClass to include latest data
 - Different according to grade level, can the hours used be split according to grade level's needs or must it all be the same amount of time for all?
 - Can be split according to grade level needs
 - Grades 4 & 5 uses half day now and full day at the end of the year
 - Grades K-3 uses full day now and half a day at the end of the year
 - Revised Data Days Schedule
 - K Jan 30, Full day
 - 1st Jan 31, Full day
 - 5th Feb 2, Half day morning session
 - 4th Feb 3, Half day morning session
 - 2nd Feb 6, Full day
 - 3rd Feb 7, Full day
- 3:25 District PD Feedback Options for Four Core PD
 - Options for Core Four in PDPs, deeper into concepts 2017-18
 - Main question: What is the difference between Options 2 and 3?
 - Opt 2 allows teacher choice by grade level while Opt 3 is a mix of requirements and choice
 - Opt 2 was chosen
 - Allows grade level teachers to tailor their needs according to the needs of their perspective grade levels
 - Teachers choose what they doing for their own PDP and growth as well as meeting the needs of the students
 - Principals think that research-based practices seem to do well for both teachers and students
 - Allows a teacher's weaknesses to be improved and researched-based practices are implemented in the classroom benefiting both teachers and students
- <https://docs.google.com/document/d/102YsCI9n1Ce7HBLTCMhtIIMDyJwQWnSyffvxLVR0bDs/edit?usp=sharing>

3:35 Discussion of Literacy Goal and progress made thus far

- Grade Level Plans have been developed for each grade level and progress monitoring is continuing once a month
 - Determine: How does the data relate to the core?
 - What adjustments need to be made?
- ILT will be meeting once a month with grade levels to review progress monitoring data and interventions of each student
 - Not everyone is entering data properly
 - Grade levels need to readdress and have another mini session to correct this
 - Does everyone have the proper training?
 - Are the correct assessments being used for the corresponding grade level?
 - Determine: Is the plan working for each individual child?
 - IF not, Why not?
 - What needs to be tweaked for the child?
 - Check results once a month for the students in need
 - Everyone can see the last 3 consecutive sets of monitoring data
 - What is happening with the child?
 - January session for this being planned
 - Additional session will be scheduled with Theresa to cover the data warehouse
 - MTSS paperwork and worksession
 - Universal and data progress monitoring training for everyone, including the TAs
- Mclass Assessment will begin in January
 - Curasi sent out email today, grade levels to complete Before leaving for break on Friday, Dec 16th
 - TRC may have been misunderstood to have the option to complete after break (deadline said Jan 2)
 - Actually due by Monday, Dec 19th, for those working on that day, otherwise Friday, Dec 16th.
 - Run copies for yourself so that you are waiting on someone else
 - Determine where to individually start your students according to where the child is, as the educator make the decision for your students based on their needs; don't wait
 - Other days will be added to calendar for coverage
 - To avoid copier problems please do not wait, last year time was not used as wisely
 - Time will need to be provided in the beginning of the window to allow for in case of snow
- Review of small group components professional development and follow up needs survey will be coming
 - Need pictures to load to EMY Google sites for sharing
- Follow up professional development of model lessons with grade levels and learning walks
 - Last session went so well that more will be scheduled
- Our next site visit on January 11th will focus on reading and writing instruction-We will need to flip the schedule that day.
 - TAs may be switched to match the flipped schedules as well
 - Email Curasi with schedule on docs/sheets to accommodate everyone's schedules

- Current schedule can be maintained if intentional reading and writing is already in place, according to the subject matter
- Goal Setting for Students and Awards
 - The same students seem to go up for awards every nine weeks but there are many students that are struggling very hard and may not ever reach the honor roll. Can there be awards for students that reach their goals even though they may not have made the honor roll?
 - Goal setting and tracking need to be awarded
 - Grade levels need to determine what goals should be rewarded
 - Academic, not behavioral
 - PBIS is a separate award even though it plays a part in meeting academic goals as well
 - Mini-awards in the classroom may be more consistent across grade level
 - Children tracking their goals in their planners seem to be more excited and meet their goals
 - Kindergarten needs to revisit exactly what standards make a U and S on the report cards
 - Both TRC and Math goals
 - AIG and EC children need to have goals as well
 - Further discussions in Jan to set new student goals

4:00 Discussion of Math Goal and progress made thus far

- Review of Math Data-Continuing to Review of Grade Level Plans-monthly progress monitoring
 - Decreasing no students that need support
 - Four components to be reviewed with Krista
- Technology Resources-MX online-Make sure we are using these resource
 - Math Expressions - is this being used?
 - Cost is \$200/teacher, can be used elsewhere for Math budget if not used for Math Expressions
 - Manipulatives are valuable part of program
 - Discuss with grade levels
- Goal Setting for Students and Awards
 - Mega Math is too awesome to pass up, a great resource
 - Goals are to be met just as with Literacy, AMC
 - Some teachers assess as they go
 - Next support session in March
 - Is there anyone not set up as needed?
 - Keefe and Scott can offer after school session if needed
 - Does anyone have concerns using it in small groups?
 - AMC needs to be added to a PDP session or after school

4:15 Discussion of Global Goal and progress made thus far

- Global Committee took a look at Module 3 and discussed that we will teach the global lesson the week of Feb. 6th and a support session on Feb. 13th
 - Uploads can be done in this session as follow up or continued help as needed
 - Final due date for Global Mod 3 is Feb 28th
 - Last day of the nine weeks is Jan 24th, workday is Jan 25th, if needed to complete
 - Must Not submit uploads into the “Immersion Bucket”, the other “Bucket” must be used
 - Must Resubmit if placed into the “Immersion Bucket”, but not redo the actual work itself
- Module 1 and 2 completed
- Goal is to complete all four Global Modules before EOGs as we are ahead at this time
- Reflection on Module 3 PD day
 - Teachers agreed that the last PDP/Global session on Dec 7th went well
 - Students very excited
 - Would like to have more time with students to go deeper into the lessons
 - Goal is to complete all sessions without leaving anyone behind
- Sending out cultural survey to parents to collect information with sensitivity to the variety of family make-ups that we have in our school
 - Did we get them all back?
 - Please complete and share the staff cultural survey so that it is complete
 - Share form with Admin to have all the information compiled
 - Specialty teachers will share information collected to avoid multiples
- **eMammal -**
 - We now have a new camera!
 - Will be set up at Lucidy Warren’s home
 - Possibly will have integration with Stephanie Shelter to give students opportunity to ask further questions

Discussion of Habits of Learning Goal and progress made thus far

- **PBIS updates and reminders**
- PBIS Goal -Jill and Pam
 - November’s PBIS had 7% of students that did not go to the celebration, should have closer to 20% of students not attending
 - 7 of the 11 students not attending the December PBIS celebration are kindergarteners
 - 4 yellows means that a student is getting yellow once a week
 - Goals can be adjusted according to repeated problems
 - Goals need to be harder in February
 - Teachers need to do necessary paperwork to ensure consistency
 - Dialogue on PBIS needs to improve
 - Part our our job to teach positive behaviors
 - Different perspectives on the same system
 - “1 Extra Thing” vs “Just as important as Math and Language
 - Systems in place by certain teachers greatly improve efficiency
 - Behavior Codes

- Students move 2nd clip to show what behavior they need to improve, gives them immediate feedback
- Improves communication between classroom and specialty teachers
- Class Dojos
- Become a Dojo School? Not everyone is on board with this but agree to improve consistency in moving clips and paperwork
- Reteaching behaviors in January
 - We need to work on consistency and fidelity of implementation as a school
 - Cafeteria Concerns with noise and behavior-we need to work on consistent enforcement and teaching of expectations-ideas for helping acknowledge classes

4:35 Discussion of Teacher Working Conditions Goal and progress made thus far

- **Hospitality**
 - Retirements and Baby shower for Mrs. Fricke planned

4:40 Safety Needs

- Monthly Fire Drill
- Review of Lockdown
 - Be sure windows in the doors are covered
 - Can have paper taped above/below window to flip and tape in place
 - Review procedures to ensure that you and your students are ready
 - Lockdown Drill planned for January

4:50 Staff Children on Campus

- Review Staff Handbook on policy
- Arrangements need to be made for children of staff to be picked up during a meeting that is underway
 - Children are not to be left unattended in the classroom

4:55 Meeting Adjourned