

Meeting Minutes

<b>Meeting Date/Time:</b>	09/16/2013 - 08:30 AM
<b>Title:</b>	SIP Meeting #10.
<b>Location:</b>	A1.

**Team Members in Attendance:**

b	Mr. Jonathan Bradburn
b	Kim Lakis
e	Jennifer Crock-Sibbing
b	Brooke Webber
b	Kristin Lingafelter
b	Lacey Mathews
b	Jennifer Bredemeier
b	Ruth Anne Hanlon
b	Carie Kuberski

**Guests in Attendance:**

Roxanne Green for a few minutes
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**Step 2. Indicators to Assess**

Key Code	Indicator
	No Indicator information found

**Step 3. Indicators to Create Improvement Plans**

Key Code	Indicator
	No Indicator information found

**Step 4. Indicators to Monitor Plan**

Key Code	Indicator
	No Indicator information found

**Other Business:**

1. Review Meeting Minutes for September 3, 2013 2. Create plan for Smart Start indicators due October 11, 2013 3. Discuss 2013 Data Summary and Analysis and align priority for School Improvement Plan 4. Determine Task for team members

**Action Taken**

-Name badges have been taken care of for visitors.

-Discussion on reporting back to colleagues:

**Ruth Anne**- Special Education/Speech/2nd-5th special teachers

**Carie/Brooke**- C Pod

**Kristen**- B Pod

**Lacey**- A Pod

-Added ID01 to Plan

-School needs a vision statement

-There was discussion on creating a vision statement about opportunities for all students to reach their highest potential with an emphasis on innovation and STEM.

-The vision needs to be something the staff believes. School improvement team members are to discuss ideas for a vision with Pod members/grade level teams. Discussed having Mr. Wright talk with special teachers on Rtl day. (We tried to figure out how to include everyone.)

-Discuss and write a vision at October/November staff meetings.

OPEN CHAIR:

-Discussed the idea of using an extra sub to let teacher not on the SIP team attend meetings. (Staff could sign up to attend one hour time slots.)

-Discussed inviting staff members to visit during their plan time if they want to.

Discussed After School Dismissal:

-5th grade will try dismissing from Pod doors

-Mr. Bradburn will talk to classrooms and students about the proper way to walk out of the school.

-Expectation is for teachers to walk students through the gym to the outside door. Students should be in line until they leave the building and walk out on to the playground.

-Bus duty includes checking outside for students not picked up and making sure those students get to the office.

-SIP team members should talk to pods about these expectations

ID08

9/18/2013 3:48:08 PM

## District Continuous Improvement Plan with RTTT3 SOW

-Mr. Bradburn will develop a template for meetings and it will be electronic. It will be shared on the staff website by Friday, September 20th.

-Mr. Bradburn will put staff meeting minutes in the Gale Communication Binder in a central location for all team, committee, grade levels, etc... to put meeting agendas and minutes in. This will be in teacher workroom.

**-Jenny will check with Matt Jacobson about CPDUs.**

-Minutes from RtI days need to go in the binders. There needs to be one meeting minute sheet per grade level.

-Share forms also need to go in the binder with one sheet per grade level.

-Kim Lakis will email CPDU values to Mr. Bradburn.

## ID10

-Mr. Bradburn will develop an electronic form used to store and analyze student data. All teachers will have access.

## ID06

-? Add

## ID04

-All teachers should be able to get into IIRC. Ask Mr. Bradburn if you need to know your login or password.

-Skyward training has been set up and emailed out to each grade level for entering Tier II and Tier III interventions.

**-Teachers will use AIMSweb and Skyward RtI Module Data Management Systems to input and communicate any/all student data and information.**

-Teachers will use the early-dismissal RtI Days to use these data management systems and to collaborate with colleagues.

-Teachers will receive on-going training on using Skyward RtI Module Data Management Systems.

## Other:

-How do we do all of this? We discussed how to be creative with time. How can we develop professional learning communities? What will they look like? How can we get time to work across grade levels? Can we be creative about contract time? Can teachers start early and leave early? What is best for Gale?

## October 11th

-Our Smart Start plan is ready for this date

## Next Meeting:

-Indicators IIIC12 and IID0

**-Create a Smart Plan (Due December 13, 2013)**

-IE06 must go in the plan

**Adjourned Time:** 12:00 PM

**Next Meeting Date:** 10/01/2013

<b>Next Meeting Time:</b>	01:00 AM
<b>Next Meeting Title:</b>	SIP Meeting #11
<b>Next Meeting Location:</b>	A1