**School Improvement Team Meeting Minutes:**

**September 3, 2013**

**Meeting Time: 1:00-3:45**

**Attendance:**

Jon Bradburn

Kim Lakis

Brooke Webber

Kristin Lingafelter

Lacie Mathews

Ruth Hanlon

Jenny Bredemeier

Notes:

 -IIRC will host all plans

-Each teacher should be able to login into IIRC and look at school and student data

 -Leadership team will take information back to Pods

 A Pod- Lacey

 B Pod- Kristen

 C Pod- Brooke/Carie

 Process Manager will email minutes to the whole staff

 -School Improvement Plan is aligned to district plan and research

 -Smart Start is due October 11, 2013

-Smart Plan is due December 13, 2013

Indicators Assessed:

CL 7- The environment of the school (physical, social, emotional, and behavioral) is safe, welcoming, and conducive to learning.)

Evidence of Development:

Safety:

-R & R Weekly Skills and Lessons (email goes out to all staff)

-R & R store

-R & R of the week

-Positive Reward Tickets

-Winner’s Circle

-Buddies- bully survey

-On Time and Ready to Learn

-Playground guidelines

-Code of Conduct book is available and signed by parents for understanding

-Classroom teachers handle most level 1-2 discipline problems within the classroom

-There are policies in place to handle level 3 offenses consistently

Relationships:

 -Teachers call students by name

 -Positive behavior management plans used in classrooms

 -Creative planning by all staff

 -Effort by all staff to engage all students based on needs

 -Homework Hall of Fame

 -Winner’s Circle

 -Open House, Fall Festival, Newsletters, Conferences

-Enrichment opportunities (chess, robotics, DARE, Chemistry, Cougar club, etc…)

-Reading Buddies

-Mentoring program for new teachers

Teaching and Learning:

 -Differentiated Instruction within the classrooms

 -Students are included in classroom instruction as much as possible

 -Few office referrals

 -Teachers create individual plans for students as needed

Institutional Environment:

-Locked Doors

-Buzzer

-Camera

-Radios for the playground

-Sign in sheet in the office

-Procedure is in place for parents to buzz and check in at the office

**Positive Action Steps:**

Safety:

 -Discuss guidelines for R & R ticket distribution

 -Develop a process to collect date for office referrals

 -Create visitor badges and use consistently

 -Designate a school member for the District Safety/Crisis Team

 -Training for leadership/administrator on District Safety plan

 -Share protocol and chain of command expectations with staff

 -Create Cool-Tools (10-15 minutes mini-lessons on school expectations)

 -Use pink slips for office referrals to collect data and be consistent

Relationships:

-Orientation to the building for new teachers to the building/mentor for the year

-Keep a log of notes sent home to families

-Consider using 5th grade helpers during K lunch

 -Create scan cards to help K students get through lunch line more quickly

Teaching and Learning:

 -Create a manual of school protocol

-Create school committees/Professional Learning Communities to develop rules/updates

-Communicate information from the school improvement team to the central data team

-Consider using push in for Title I and Special Education when possible

-Use RtI for both low and high end students

-Create a staff birthday calendar

Institutional Environment:

 -Redesign A Pod for safety when building remodeling occurs

**Smart Start Priorities**

Goals for September 2013-December 2013

ID01- A team structure is officially incorporated into the school improvement plan and school governance policy.

School improvement team meets monthly to discuss school goals. School improvement team takes information back to staff members in a timely manner. Information is shared freely and monthly between the school improvement team and staff members.

Documentation:

-Agendas and minutes from school improvement meetings and grade level meetings.

Task:

-Process manager will update meeting minutes in a timely manner.

-Process manager will send minutes to staff and building principal.

-Building principal will put minutes on school webpage for all staff to see.

-School improvement team members will record what is shared at grade level meetings and send agendas and minutes to the principal each month.

ID08- The Leadership Team serves as a conduit of communication to the faculty.

School improvement team consists of members that are representative of the staff. The team meets monthly. The team uses agendas, minutes, and shares information discussed with staff after each meeting and listens to opinions of the staff.

Task:

-Leadership team was created by principal and is representative of the school staff.

-Leadership team meets monthly.

-Leadership team uses agendas and minutes.

-Agendas and minutes are shared with staff as a whole via email.

-Leadership team shares information at grade level share days or other appropriate times and this is recorded in share day minutes.

-Documentation of agendas and minutes is kept on a website that is accessible by all staff members.

Jobs:

-Mr. Bradburn will create a place to put all agendas and minutes that is accessible by the staff.

-Process Manager will email agendas and minutes to Mr. Bradburn in a timely manner before and after meetings.

-Leadership team members will share important information with pod members.

A Pod- Lacie

B Pod- Kristen

C Pod- Brooke/Carie

-Leadership team members will make sure Mr. Bradburn gets a copy of grade level share day minutes.

December 2013-December 2014

 ID10- The school’s Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development.

The Leadership Team will look at ISAT, AIMSweb, and other grade level data at least twice a year. The Leadership Team will look at trends by grade level, cohorts, and subgroups of students. The Leadership team will use Instructional Practices Inventory (IPI) data or similar observations to look at student engagement. The Leadership Team will use the data to make decisions about school improvement and professional development goals.

Task:

? (Where to start?)

-Mr. Bradburn will share the data he has collected and coded school wide.

IID04 The School maintains a central database that includes each student’s test scores, placement information, demographic information, attendance, behavior indicators and other variables useful to teachers.

The school will maintain tests scores, placement information, demographic information, attendance, behavior indicators and other variables useful to teachers in Skyward and on IIRC. All staff members will be trained to use the central databases.

Task:

-Provide a tutorial on how to get in and use IIRC

-Provide a tutorial on how to use Skyward for classroom teachers

-Provide a tutorial on when and how to use Skyward to enter Tier II, Tier III, and other interventions

CL 7- The environment of the school (physical, social, emotional, and behavioral) is safe, welcoming and conducive to learning.

(I am waiting to hear from Kim Lakis for suggestions of what this will look like when it is fully implemented.)

**Task for September 16th:**

-Jenny will type minutes and send them to the staff.

-Jenny will input minutes and agenda in IIRC.

-All SIP team members will share minutes and big ideas at grade level share day.

-All SIP team members will look over minutes and indicators to add suggestions of what the indicator will look like when it is fully implemented. (Staff members are welcome to add or delete items from minutes as needed. Send revisions to Jenny in a different color by Sunday, September 8th.)

-Mr. Bradburn will create a link or have someone else create a link to the school website to store minutes and agendas.

-Mr. Bradburn will be prepared to share information about the level of current data collection at the next staff meeting.

-Jenny ask Nielson to borrow a binder.

Not sure about these task:

-Create lunch cards for at least K

-Look into 5th grade lunch helpers

**Next Meeting:**

**Monday, September 16th from 8:30-11:30**

Location: Room A1