



SCHOOL IMPROVEMENT LEADERSHIP TEAM MEETING

Wednesday, September 5, 2018; 4:00 p.m., Central Administration Offices Board Room

Minutes

Members Present: Superintendent Shon Hocker, Assistant Superintendent Keith Harris, Director of Instruction Melanie Kathrein, Board Member David Wilkie, Mr. Kevin Hoherz, Mr. Brent Wolf, Mrs. Trista Fisher, Dr. Marcus Lewton, Mrs. Carla Schaeffer, Mrs. Tracy Lecoe, Mrs. Haley Marsh, Mrs. Nicole Weiler, Mrs. Rebecca Bautz, Mrs. Susan Cook, Mrs. Melanie Hanel, Mrs. Sara Streeter, Mrs. Amanda DeMorrett, Mrs. Sara Steier, Mrs. Tammy Peterson, Mrs. Amber Fridley, Mrs. Kate Rothschiller, Mr. Henry Mack, Mrs. Amber Berg, and Mrs. Jennifer Nokes.

Members Absent: Mr. Mitchell Meier and Mr. Trevor Conrad.

Call to Order – Superintendent Hocker called the meeting to order at 4:00 p.m.

Introduction of Team Members – Individuals introduced themselves and noted their position and the building they represent.

Review and Approve the April 4, 2018, Meeting Minutes – Mr. Harris moved to approve the April 4, 2018, meeting minutes, as presented. Mr. Wolf seconded the motion. The motion carried unanimously.

AdvancED Engagement Review November 4-7 – Superintendent Hocker discussed the laminated sheet that includes the District’s vision, mission, and belief statements. Several building principals stated their copies were outdated. There were inconsistencies across the District. Building principals will inform Twila how many of the current statements are needed at their building and they will be ordered and distributed. It was recommended to have one copy posted in every classroom.

Dr. Hocker requested input from the building representatives regarding their perspective of what is left to do in preparation of the engagement review. He noted this year’s review will not be the same as the previous. The initial target date for documentation and preparation was October 1 for everything to be finalized.

Dickinson High School (DHS) Principal Hoherz said the high school was reviewing artifacts. The assurances and documentation need to be uploaded. The eleot® form has been distributed to the DHS teachers so they can do a quick observation in another classroom. There was discussion regarding which artifacts to upload.

Lincoln Principal Peterson explained the Lincoln leadership has been working on the checklist available from AdvancED. She added the building’s diagnostic is completed and the assurances have been submitted. The eleot® form has been shared with the staff with intentions of practicing with it during collaborative time by grade level.

Superintendent Hocker inquired if the teachers were nervous about the eleot® form. Consensus was they were not. He noted the form was not about the teachers and has everything to do with the students. The eleot® is not to be considered a teacher evaluation tool. The main focus is to identify if the students are engaged. Dr. Hocker recommended the teachers not to have lecture-driven units. He recommended the school be as normal as possible and knows there are times when it is time to lecture. Assistant Superintendent Harris added it would be beneficial if the staff used the Kagan structure. It provides a strong link to the professional development that is offered.

Mr. Harris mentioned that traditionally the lowest score on the AdvancED scoring is technology. If the staff are using the whiteboards as a replacement to the overhead projectors, then it will be docked. He recommended the teachers get in the habit now of using the technology as a means of interacting with the students.

Principal Lecoe at Berg Elementary said there were some reports that needed to be done in the System Quality Diagnostic for Berg. Superintendent Hocker was under the impression the AdvancED visitation team would not be visiting all the buildings. He anticipated writing in his executive summary the team should consider not going to Berg Elementary since it is new. Mrs. Bautz explained when Prairie Rose Elementary was built, the visitation team came to that building. Prairie Rose did not have any artifacts. Mrs. Kathrein added she thought the team visited Prairie Rose because the District requested all buildings be visited. Mrs. Lecoe was surprised when Betsy Deal explained to her that Berg Elementary could be visited. Mrs. Lecoe was under the impression from a previous conversation there would not be a visit to Berg Elementary.

Dr. Hocker shared the AdvancED system is continuously changing. The ASSIST program is no longer relevant. He understands that AdvancED wishes this to be a continuous improvement process. He is confident as the District moves forward, the vision, mission, and expectations will create a system that is supported by AdvancED and confirms the District is doing a good job.

Dr. Hocker referenced the executive summary and felt there should be a small section where each building will prepare 2-3 sentences highlighting the building. He suggested sharing the District's story. A lot has changed since 2013. The enrollment alone has increased by 1,000 students. Lincoln Principal Peterson understood that each building would need to upload executive statements based off the District's executive summary. There was discussion about the executive summary for the buildings and the District.

There was discussion regarding the WorkSpace and not being able to access it until about 30 days before the engagement review. Many buildings are saving their information, sometimes on a flash drive, and then plan to transfer it to WorkSpace when it is available.

Committee members provided their thoughts on collecting artifacts. Some members of the team felt if there was a link to an item on the web, that would be acceptable. Some members felt the artifacts should tie into the System Quality Factors Diagnostic. There may be artifacts that tie into five or six standards that were met and may be linked to a school website.

Mrs. Peterson explained during the last visitation there was a group decision made that each school would upload artifacts that were consistent across the District. She thought it would be a good step to look at the assurances and upload together the same items. Superintendent Hocker responded that was a great idea and inquired what would be the best way to accomplish that goal. He suggested maybe a shared document and possibly a week from now identify those items. Mrs. Peterson felt the documents at the middle school and high school might be different than the elementary level. Dr. Hocker suggested sharing ideas with all the buildings as one building may not have thought about submitting a particular artifact.

Mrs. Kathrein shared she has been on visitation teams and felt it was important the data format be the same across the District. The District needs to tell their story and should want honest feedback. She suggested focusing on what the District thinks it is good at and what it feels is pushing the envelope. She felt having a shared drive was a great idea. There was discussion about using SharePoint, Google docs, One Drive, etc. There was a discussion regarding the checklist.

Dickinson Middle School Principal Lewton reported the leadership had gone through the System Quality Factors last spring. They still need to upload documentation when the time is right. Dr. Lewton shared his concerns with distributing the eleot® form and the teachers thinking they need to accomplish all items on the form. It could be a bit overwhelming for the teacher. He concurred the correct usage of technology in the classroom is very important. He has found this when he has done visitations at other districts. Mr. Harris suggested when Dr. Lewton shares the eleot® form with the teachers, to ask the teacher to do one thing that would hit a lot on the list. At the visitations Dr. Lewton has attended, the reviewer looked for a connection with the District's strategic plan. There was additional conversation regarding the eleot® form.

Jefferson Principal Streeter shared the leadership at Jefferson has finished the System Quality Factors and they were working on gathering artifacts that are unique to Jefferson Elementary. They have not worked on the executive summary. Mrs. Streeter did the assurances. The plan is for the teachers to review the eleot® form during SuperBlock and watch a teacher and then report back to that teacher. Mrs. Streeter has shared with her teachers and staff the visitation is not an event; they are to do every day work and continue to put the students first.

Roosevelt Elementary Principal Mack said the Roosevelt leadership worked on the System Quality Factors last year. Last year, Mr. Mack distributed the eleot® form to teachers and staff so they could become familiar with it. Mr. Mack will be taking information back from this meeting to his leadership team at their meeting tomorrow.

Heart River Elementary Principal Cook reported the Heart River leadership has done the assurances and the diagnostic. Once there is a discussion about the uniform type of submission, they will get that documentation ready to go.

There was a discussion of a deadline to have everything uploaded for the engagement review. Superintendent Hocker suggested having a deadline a couple of weeks before the engagement in case something needs to be changed. Assistant Superintendent Harris suggested a deadline of Wednesday, October 17 to have everything done. Dr. Hocker felt

if the District could have 75-80% of the uploads done by this date, then additional items could be added until November 1. That way the District is ready for when the review team shows up on November 4.

AdvancED Fall Conference – Superintendent Hocker explained that team members were not required to attend the AdvancED fall conference. The registration fee is \$250 and the conference is two weeks before the visitation paperwork needs to be submitted. Registration is still open if anyone wished to attend.

Future Meetings – There was discussion about scheduling another meeting before the engagement review. Consensus was to have one more meeting. The next meeting was scheduled for Tuesday, October 23 at 4:00 p.m. at the Central Office. Mr. Harris suggested at the October 23 meeting discussing the schedule for the engagement review.

Extra Duty Agreements – The extra duty agreements were not available at the meeting. Twila will route them through school mail. Principals are asked to get signatures and return them back to Twila.

Other – There were no other topics for discussion.

Adjournment – At 5:08 p.m., Superintendent Hocker adjourned the meeting. He thanked the team members for their time and input.