

## ***SCHOOL IMPROVEMENT LEADERSHIP TEAM MEETING***

Wednesday, March 7, 2018; 4:00 p.m., Central Administration Offices Board Room

### ***Minutes***

Members Present: Superintendent Douglas Sullivan, Mr. Ron Dockter, Mr. Brent Wolf, Mrs. Trista Fisher, Dr. Marcus Lewton, Mr. Mitchell Meier, Mrs. Nicole Weiler, Mrs. Melanie Kathrein, Mr. David Wilkie, Mrs. Carla Schaeffer, Ms. Sherry Libis, Mrs. Rebecca Bautz, Mrs. Susan Cook, Mrs. Melanie Hanel, Mrs. Amanda DeMorrett, Mrs. Tammy Peterson, Mrs. Amber Fridley, Mrs. Kate Rothschiller, Mrs. Amber Berg, Mr. Henry Mack, Mrs. Jennifer Nokes, and Mr. Trevor Conrad.

Members Absent: Mrs. Michelle Kovash, Mrs. Sara Streeter, Mrs. Sara Steier, Mrs. Stacy Kilwein, and Mrs. Lindsey Southiseng.

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

**Meeting Norms** – The meeting norms were available for review on the agenda.

**Additions or Deletions to the Agenda** – There were no requests for additions or deletions to the agenda.

**Review and Approve the February 6, 2018, Meeting Minutes** – Mr. Dockter moved to approve the February 6, 2018, meeting minutes, as presented. Mrs. Peterson seconded the motion. The motion carried unanimously.

**AdvancED Engagement Review (November 4-7, 2018)** – Superintendent Sullivan referenced the last meeting when a subcommittee was formed to review the System Quality Factors Diagnostic. Mr. Dockter, Mrs. Streeter, Mrs. Nokes, and Mr. Meier volunteered to serve on the subcommittee. The subcommittee has met, reviewed, and responded to each question in categories A-G of the System Quality Factors Diagnostic. Their responses were emailed to the School Improvement Leadership Team. Mr. Dockter explained the subcommittee came up with the ratings by reading through the questions and discussing what it actually meant and to show some evidence to support their responses. He noted there were questions that were difficult to respond and suggested reviewing the questions again. Mrs. Nokes added it was good to have a perspective from different grade levels to help balance the responses.

Dr. Sullivan asked the School Improvement Leadership Team to split up into groups trying to have representation in the groups from different levels. Each group was assigned a category to review. Dr. Sullivan received responses from each group for any recommended revisions with justification for the proposed change. Before an item was changed, Superintendent Sullivan requested input from the entire team. The following changes were approved by the team.

- Group A., question 1. b. – Good quality
- Group A., question 6. b. – Mostly embedded
- Group A., question 7. c. – Many system staff

- Group B., question 1. a. – Some of the governing authority
- Group B., question 6. b. – Often
- Group B., question 8. a. – Partially embedded
- Group C., question 3. b. – Most system staff
- Group C., question 5. b. – Most system staff
- Group C., question 7. a. – Often
- Group G., question 8. a. – Many system staff
- Group G., question 10. a. – Mostly embedded (add a comment)

Superintendent Sullivan distributed two documents to assist with the upcoming engagement review. One document provided information regarding artifacts and another broke down the scope of the work of the engagement team. Dr. Sullivan reminded the School Improvement Team that artifacts would need to be included in the documentation so that the engagement review team has evidence that the school district is providing the support for its self-assessment of the system quality factors. Building principals were requested to work with their building-level teams to come up with the evidence on the System Quality Factors for their building. The principals were requested to forward their evidence to Dr. Sullivan in an email and he will incorporate it into a document.

**Other** – It was clarified that the School Improvement Camp has been scheduled for May 30 and 31<sup>st</sup>.

**Next Meeting** – The next meeting was scheduled for Wednesday, April 4 at 4:00 p.m.

Dr. Sullivan thanked the team for their time and shared his appreciation for their work.

**Adjournment** – At 4:56 p.m., the meeting adjourned.