



SCHOOL IMPROVEMENT LEADERSHIP TEAM MEETING

Tuesday, September 12, 2017; 4:00 p.m., CAO Board Room

Minutes

Members Present: Superintendent Douglas Sullivan, Mr. Ron Dockter, Mr. Brent Wolf, Mrs. Trista Fisher, Dr. Marcus Lewton, Mr. Mitchell Meier, Mrs. Melanie Kathrein, Ms. Sherry Libis, Mrs. Rebecca Bautz, Mrs. Melanie Hanel, Mrs. Amanda DeMorrett, Mrs. Sara Steier, Mrs. Tammy Praus-Peterson, Mrs. Amber Fridley, Mrs. Kate Rothschiller, Mr. Henry Mack, Mrs. Amber Berg, Mrs. Jennifer Nokes, Mr. David Wilkie, Mrs. Carla Schaeffer, and Mrs. Stacy Kilwein.

Members Absent: Mrs. Michelle Kovash, Mrs. Susan Cook, Mr. Trevor Conrad, Mrs. Sara Streeter, and Mrs. Lindsey Southiseng.

Call to Order – Superintendent Sullivan called the meeting to order at 4:00 p.m. He welcomed the team to a new school year and welcomed new members on the committee. Dr. Sullivan thanked the committee members that were returning and for committing to serve for another year as the team prepares for the 2018 visitation.

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

Additions/Deletions to the Agenda - There were no additions or deletions to the agenda.

Review and Approve the May 31, 2017, Camp Meeting Minutes – Mr. Dockter moved to approve the minutes, as presented. Ms. Libis seconded the motion. The motion carried unanimously.

AdvancED Fall Conference – Dr. Sullivan noted there were many committee members registered to attend the conference next week on September 20 and 21st.

AdvancED Perception Surveys – Superintendent Sullivan referenced the Dickinson Public Schools AdvancED Implementation and Procedures Manual regarding the AdvancED Perception Survey Administration Schedule. As per the manual, there would be surveys administered to students, parents, and faculty this school year. Students in grades K-2 would not be asked to complete the survey. The parent and faculty perception surveys would be administered in the latter part of the first semester. The perception surveys would be utilized to report areas of strengths and areas that need attention. The student surveys would be administered in January or early February. Dr. Sullivan will visit with Mrs. Laura Hondl regarding administering the perception surveys and the length of the window for participation. It will be necessary for there to be 60% or higher participation from the faculty, 40% or higher for students, and 20% or higher from parents. Due to the non-participation of the students from grades K-2, it will be necessary for the elementary schools to have 100% participation from students in grades 3-5.

Dr. Sullivan noted the Cabinet had discussed yesterday how to encourage parent participation. The elementary schools plan to provide the survey during parent/teacher conferences October 16 and 17th.

Strategic Plan – A copy of the most current strategic plan was provided to the team. This had also been a topic of discussion at yesterday’s Cabinet meeting. Cabinet members will be reviewing the strategic plan and identifying who should be assigned to which areas.

Dr. Sullivan thanked the team for the work they had done on the document last year. The revised version seems to read better and be more understandable. Dr. Sullivan asked for input regarding areas that could use more emphasis. Mr. Dockter suggested emphasizing the areas where it is difficult to fill positions. Dr. Sullivan explained the ED Center Based Program position has not received any applications.

Other – Dr. Sullivan noted there would be a lot of preparation and organization to get ready for the accreditation visit in 2018. The visitation will be the focus of this committee over the next 1+ years. At the regular meetings of the School Improvement Team, principals will share information regarding what their building is doing to prepare for the visitation. He shared the 2013 visitation was very successful. Superintendent Sullivan recommended team members who participated in the 2013 visit try and find their notes and resources. The team will have conversations regarding the AdvancED expectations and the ability to tour all of the buildings. Dr. Sullivan thanked the team for the work they will be doing as they go forward and noted he enjoys working with the members of this team and appreciates their dedication.

Superintendent Sullivan shared some enrollment data with the team. Dickinson High School opened this fall with 945 students and grew to 960. Some classes will be too large in the second semester. Mr. Dockter and Dr. Sullivan will continue to have discussions regarding these challenges. Dickinson Middle School was preparing for 790 students and opened with 858 students. The classroom sizes in some of the first grade classrooms and third grade classrooms are beyond the recommended classroom sizes. Those challenges will also be addressed in the next school year.

The estimate last spring going into the fall was that enrollment would be up 100 additional students. The school year opened with 253 additional students. Dr. Sullivan noted the District is in the process of securing another elementary school site. He has informed the school board that the District will need to have another elementary school in the next 5-7 years. The Board and administration is in the process of reopening Berg fall of 2018. At most, Berg will reopen as a K-4 building but leaning towards a K-3 building. The District is working with a consultant during the process.

Attendance areas will need to be redrawn in preparation for the reopening of Berg as an elementary school. Dr. Sullivan listed the sizes of the current and projected kindergarten classes. There are currently 357 kindergarten students. In 2018-2019, it is anticipated there will be 428 students. In 2019-2020, it is anticipated there will be 491 kindergarten students and in 2020-2021 there is anticipated over 500 kindergarten students. These numbers are based on live births and do not take into account any inward mobility.

Dr. Sullivan said there are some challenges ahead due to the increased enrollment but they are working hard to deal with them, particularly at Dickinson High School. There will be a public open forum on Tuesday, October 10 to receive community input regarding Dickinson High School. A consultant group will be meeting with the Dickinson High School faculty on

Monday, October 9. There are many positive things in the District right now as far as facilities and finances to help address the challenges.

Future Meetings – The next meeting was scheduled for Wednesday, October 4 at 4:00 p.m. Dr. Sullivan proposed a standing meeting on the first Wednesday of each month. There were no objections to these proposed dates. There will be meetings on the first Wednesday of every month (with the exception of December) through April. The decision regarding the need for a May meeting will be made in the second semester.

Dr. Sullivan thanked the team for their time and dedication. At the next meeting, there will be more in-depth discussion regarding the strategic plan and information from the buildings.

Adjournment – The meeting adjourned at 4:30 p.m.