



SCHOOL IMPROVEMENT LEADERSHIP TEAM MEETING ***Minutes***

Tuesday, November 1, 2016; 4:00 p.m., CAO Board Room

Members Present: Superintendent Douglas Sullivan, Mr. Ron Dockter, Mrs. Trista Fisher, Mr. Brent Wolf, Mr. Mitchell Meier, Mrs. Melanie Kathrein, Mr. David Wilkie, Mr. Shawn Leiss, Mrs. Carla Schaeffer, Mrs. Meagen Schlecht, Mrs. Michelle Kovash, Mrs. Rebecca Bautz, Mrs. Susan Cook, Ms. Taralee Roller, Mrs. Melanie Hanel, Mrs. Sara Streeter, Mrs. Amanda DeMorrett, Mrs. Sara Steier, Mrs. Amber Fridley, Mrs. Kate Rothschiller, Mr. Henry Mack, Mrs. Nicole Weiler, Mrs. Jennifer Nokes, and Mrs. Stacy Kilwein.

Members Absent: Dr. Marcus Lewton, Mrs. Betsy Brandvik, Ms. Sherry Libis, Ms. Tammy Praus, 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. Superintendent Sullivan noted the norms were a carryover from last year. He requested feedback for any recommended revisions. None were noted. The norms will remain the same as last year.

Introductions – Team members introduced themselves and noted the building or area they represented.

Review and Approve the April 25, 2016, Meeting Minutes – Mr. Dockter moved to approve the April 25, 2016, meeting minutes as presented. Mrs. Fisher seconded the motion. The motion carried unanimously.

Work Agreements – Superintendent Sullivan explained the teachers on the team would receive 2% of the calculating base on the salary schedule for their work this year as a participating representative on the School Improvement Leadership Team. He said the amount would increase during the year of the AdvancED visitation due to the extra work load imposed on the team members. The extra duty work agreements were distributed to the teachers.

AdvancED – Dr. Sullivan inquired how many team members attended the 2016 AdvancED fall conference. The following individuals had attended the conference: Taralee Roller, Susan Cook, Kate Rothschiller, Tammy Praus, Rebecca Bautz, Michelle Kovash, and Sherry Libis. Superintendent Sullivan distributed an AdvancED School Quality Factors and AdvancED Performance Standards handout from the conference. He noted the standards that this team has become familiar with are going to change. The team had been focused on becoming familiar with standards 3 and 5. He felt the new standards, which will now be called quality factors, could include the similar language in standards 3 and 5. Mrs. Kathrein noted that the new quality factors align with The Every Student Succeeds Act; this is part of what designates schools as highly effective. She added the website will see some changes with more items available and easier navigation. Mrs. Kathrein recommended individuals that put data into

AdvancED keep a backup copy as a Word document. Dr. Sullivan asked team members to review the handout and become familiar with the PowerPoint in the handout.

AdvancED Implementation and Procedures Manual/Perception Surveys – Superintendent Sullivan distributed a handout; AdvancED Implementation and Procedures Manual for Continuous Improvement and System Accreditation. He said this was a document he had drafted this summer and it was an attempt to put into place some formal guidelines. It is a working document and he was open for suggested revisions. On page 3, Dr. Sullivan noted the perception survey schedule which was setup by this committee. According to the schedule the district would be in year three of administering the survey. The schedule is set up until fall 2019. Previously this committee had decided not to administer the survey to students in grades K-2. This is also the new procedure coming down from AdvancED; not to administer below third grade. This year the perception surveys will be administered to the students November 15-December 21.

Dr. Sullivan referenced an internal review process outlined on page 4 of the document. This is a new process for the school district. It is one that he thought would be beneficial to work on for continuous improvement. The internal review process would be a mini external review process. Dr. Sullivan explained the process for the internal review. A team of teachers from the school district would go to a couple of buildings. Page 6 explains the schools would prepare a self-assessment. The purpose of the internal review is to hopefully provide useful information in preparation for the AdvancED accreditation visit. This was an idea the superintendent saw being implemented at a visit to another class A school. Mr. Dockter asked for clarification if there would be review teams within the school district. Dr. Sullivan responded that was accurate. Mr. Dockter inquired if the district would be using standards 3 and 5 knowing that those could be changing in the near future. Superintendent Sullivan responded that the internal reviews would not be implemented this year because he wanted to give this committee an opportunity to provide input. There are conversations this committee would need to have regarding implementation and what type of schedule. There are nine buildings including SWCHS and an additional building being added in fall 2017. This committee needs to weigh in on the idea. The internal review team members could be members from this committee plus additional individuals. Each building would have an internal review once every five years. All the buildings would not need to have an internal review next year; the buildings could be staggered. Mr. Leiss suggested incorporating the internal review with the school improvement camp.

Mrs. Cook inquired if ELEOT (Equitable Learning Environment Observation Tool) was something that was going to be implemented by the District. Superintendent Sullivan responded that this committee and Cabinet needed to have that conversation. Some districts are using it. There may be a charge now for ELEOT. There was additional discussion regarding the benefits of ELEOT. Dr. Sullivan will research if there is a webinar on ELEOT that could be viewed.

Discussion would continue at future meetings regarding the internal reviews.

Superintendent Sullivan inquired how many team members had served on a visitation team. He encouraged all team members to serve if they should get an invitation. The visitation teams are very beneficial to the accreditation process and provide an opportunity to learn what other schools are doing. He added it is a good learning experience and enjoyable to collaborate with colleagues from other school districts. Dr. Sullivan also encouraged team members to attend the AdvancED fall conferences which are normally scheduled during the first week in October.

Strategic Plan – Superintendent Sullivan distributed copies of the District’s strategic plan dated 2015. He asked building representatives to get together in groups and review the document. He noted it is the responsibility of this team to review the strategic plan on an annual basis and provide input for revisions. The revisions are then forwarded to the school board for approval. This topic will be placed on a future meeting agenda for input on revisions.

Next Meeting – Superintendent Sullivan scheduled the next meeting for Monday, December 19 at 4:00 p.m. There were no conflicts noted with this date and time.

Adjournment – The meeting adjourned at 4:40 p.m.