



SCHOOL IMPROVEMENT LEADERSHIP TEAM MEETING

Wednesday, November 1, 2017; 4:00 p.m., CAO Board Room

Minutes

Members Present: Superintendent Douglas Sullivan, Mr. Brent Wolf, Mrs. Trista Fisher, Mr. Mitchell Meier, Mrs. Melanie Kathrein, Captain David Wilkie, Mrs. Michelle Kovash, Ms. Sherry Libis, Mrs. Rebecca Bautz, Mrs. Susan Cook, Mr. Trevor Conrad, Mrs. Melanie Hanel, Mrs. Sara Streeter, Mrs. Amanda DeMorrett, Mrs. Sara Steier, Mrs. Amber Fridley, Mrs. Kate Rothschiller, Mrs. Amber Berg, Mrs. Jennifer Nokes, and Mrs. Lindsey Southiseng.

Members Absent: Mr. Ron Dockter, Dr. Marcus Lewton, Mrs. Tammy Peterson, Mrs. Carla Schaeffer, Mr. Henry Mack, and Mrs. Stacy Kilwein.

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.

Review and Approve the October 4, 2017, Meeting Minutes – Mrs. Fisher moved to approve the October 4 meeting minutes, as presented. Captain Wilkie seconded the motion. The motion carried unanimously.

AdvancED Perception Surveys – Dr. Sullivan asked the team members to share with him the responses regarding the staff and parent surveys. Mrs. Fisher reported at the high school some teachers have mentioned the survey questions utilize the word “all” which could skew how the teachers respond. Dr. Sullivan recalled at the fall AdvancED conference they mentioned that “all” meant 75-80%. He will send an email to AdvancED and get some clarification and then forward the response to the building principals. Mrs. Cook reported about 50% of the staff have completed the survey.

The parent surveys were provided at the elementary schools during the recent parent/teacher conferences. There were one or more computers set up for the parents to utilize for completing the survey. Buildings have made many attempts to receive more responses from the parents, including newsletters, emails with a link, and other avenues. The team noted there were less questions in this survey compared to previous surveys. Mrs. Cook suggested using Alert Solutions to send an announcement to parents reminding them of the survey.

Mrs. Southiseng explained, as a parent, she would be more apt to complete the survey if it was provided to her on an iPad to complete while she was waiting to do her parent/teacher conference. If a teacher or a staff member offered her the iPad and asked if she would take a quick survey, that would make it easier for the parent. There was

discussion if the window for participation would still be available for the November parent/teacher conferences.

AdvancED Engagement Review – Dr. Sullivan recommended the visitation be scheduled in November, the same as the 2013 review. The first option that will be submitted is the first week of November 2018. The second option will be the fourth week of November and the third option will be the first week of December.

As Dr. Sullivan has become more familiar with the new domains and standards and after attending the fall conference, he has found that it is no longer necessary for the visitation team to have a formal exit review. The exit review is available upon request. He noted that during the 2013 visitation, there was an exit review where the visitation team shared the findings and went through the powerful practices of the District and recommended actions for the District for the next five years. Dr. Sullivan asked for input if the team had a preference for an exit review or would the team be comfortable with waiting an extra month after the visitation until the formal written review is shared with the District. Consensus of the team was to request an exit review immediately following the visitation.

Strategic Plan – Superintendent Sullivan distributed copies of the District's current strategic plan. The input from the School Improvement Leadership Team under strategies regarding the identified individuals or departments were noted in red text. Under the action plans, highlighted in yellow were the recommendations for which individuals or departments were assigned to be responsible for each action plan. Dr. Sullivan asked the team to read through and review the information and then he asked for comments. Captain Wilkie said that it appeared the principals were going to be doing a lot of work. Dr. Sullivan responded that was a fair comment and said there is a lot of involvement from the principals but added they would not be expected to do it alone. There is support from other areas. He gave some examples, such as the Professional Development Leadership Team, the Director of Student Services, and teachers and staff in the buildings. Mrs. Kathrein agreed and said sometimes it might be brought to the attention of the building administrator through a custodian or another individual in the building. Mr. Wolf also thought the teachers were always willing to assist and be a part of the process and can be very affective. Mr. Wolf inquired who would be responsible for the technology at the high school and the proper chain of command. Who would make the decision if something needed to be ordered for the technology?

Mrs. Cook felt the principal responsibilities within the strategic plan were not anything that they were not already aware they needed to do. She added there is team support whether it be from the Central Office or elsewhere. The principals are the leader of the school but it is a team that makes the school successful.

Mrs. Cook noted under VI., the parent/community involvement was missing the PAC members.

Dr. Sullivan said he would share the comments and suggestions from this team regarding the strategic plan with the Cabinet and ask the Cabinet members to finalize it and get it completed. Once it is completed, he will forward it to this committee to share with peers in their building.

Other – Superintendent Sullivan welcomed Mr. Trevor Conrad to the team. Mr. Conrad is a representative for Heart River Elementary.

Next Meeting Date – The next meeting was scheduled for Wednesday, December 13 at 4:00 p.m. Dr. Sullivan explained that on the agenda for the December meeting will be an opportunity for the buildings to share where they are at in getting ready for the visitation and what steps they have taken to prepare. Dr. Sullivan thanked the team for their time

Adjournment – The meeting adjourned at 4:38 p.m.