



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

Tuesday, January 10, 2017; 4:00 p.m., CAO Board Room

### ***Minutes***

Members Present: Superintendent Douglas Sullivan, Mrs. Lindsey Southiseng, Mrs. Trista Fisher, Mr. Mitchell Meier, Mrs. Melanie Kathrein, Mr. David Wilkie, Mr. Shawn Leiss, Mrs. Carla Schaeffer, Mrs. Michelle Kovash, Ms. Sherry Libis, 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 Rothschilder, Mr. Henry Mack, and Mrs. Jennifer Nokes.

Members Absent: Mr. Brent Wolf, Dr. Marcus Lewton, Mrs. Betsy Brandvik, Mr. Ron Dockter, Ms. Tammy Praus, Mrs. Meagen Schlecht, Mrs. Nicole Weiler, 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 November 1, 2016, Meeting Minutes** – Mr. Mack moved to approve the November 1, 2016, meeting minutes, as presented. Ms. Libis seconded the motion. The motion carried unanimously.

Superintendent Sullivan noted there would be four more meetings before the end of the school year. These meetings will help prepare for the AdvancED visitation in November of 2018.

**Schedule School Improvement Camp** – By consensus, the School Improvement Camp was scheduled for May 31 and June 1. The location and times will be shared with the team when available. Dr. Sullivan noted this is generally a two-day event. One day is set aside for work as a group and one day is set aside for work in the buildings. The work in the buildings may include review of data and perception survey information.

Dr. Sullivan noted that Mr. Leiss had suggested at the November meeting to consider incorporating some of the building internal reviews into the School Improvement Camp. Dr. Sullivan asked for more input. Mr. Leiss explained it might be a way of being more efficient if some of the components of the school internal review could be completed during the camp. There was discussion and questions if there would be “sister schools” partnered together. In response to a request for a review of what steps are involved in the building internal review, Dr. Sullivan explained the internal review would be a focus on Standards 3 and 5. Additionally, the review would assist with recreating the self-assessment report that will need to be completed before the full review. The principals and co-chairs are responsible for the makeup of the leadership team model, how the committees are structured, and the student data. The information would then be distributed to the internal review committee two weeks in advance of the full review. The distribution method could be electronically. The internal review was intended to be a full, one-day visit that incorporated interviews with students and parents and visits in

the classrooms using the eleot™ (Effective Learning Environments Observation Tool) and a written report. Superintendent Sullivan distributed copies of the draft AdvancED implementation and procedures manual. He referenced pages 6 and 7 of the manual which list some of the proposed steps that could be completed during the camp. Mrs. Kathrein explained the new ESSA accountability and its direction. She further noted the two critical factors in student engagement and school climate and measuring those through the perception surveys. Team members will need to become familiar with the eleot™ form and she suggested training first so team members know how to use the form. That training could be done during the camp. In the past, team members have looked at past years data, gauging and setting goals, and deciding how to roll that out to the staff.

Mr. Leiss noted the minutes from the November meeting indicated that each building would do an internal review once every five years. The reviews would be staggered. There was discussion regarding establishing a schedule. The information shared during the internal visit would be beneficial in receiving feedback prior to the AdvancED visitation. Team members that have been on visitations at other school districts shared that it was a valuable experience. Mrs. Kathrein noted that everyone is doing great things and it is great to share those things with others. There was a suggestion to have the internal review towards the end of May 2018. The data would be available then and the information would be beneficial in preparation for the visitation. There was another suggestion to have the internal review staggered in the second semester 2018 since May tends to be a busy month. Mrs. Kathrein inquired if the team members perceived the internal review group members as being from their own school, from a different school, or a combination of both. Mr. Meier felt it would be beneficial to have a review group from their own school since they would have more to discuss. In Mrs. Cook's experience, there have been individuals from different levels in the review group. There was further discussion regarding the eleot™ tool and an explanation that it is designed for the reviewer to come in and watch the students. Its purpose is not to come in and scrutinize the teacher. This information should be shared with the team member's peers in their buildings. Team members met in groups and discussed a possible scheduling plan for the internal reviews. Superintendent Sullivan asked for feedback from the groups. One group felt that spring semester 2018 would be a good time. Several groups felt that spring 2017 would give the team members a chance to educate themselves early this year as they move forward to spring of 2018. Waiting until spring 2018 might be too late to implement changes for the next school year and to provide the feedback to the staff. Mr. Mack suggested waiting until after March 15. Mrs. Cook suggested more information on the types of questions that could be asked during the review. She also recommended training on the questions and on eleot™ at a School Improvement Leadership Team meeting.

Superintendent Sullivan summarized that it appeared consensus was for spring semester 2018 as a target for the initial run. He thanked the team for their input. Information would be gathered regarding the eleot™ training, identifying the standards, and addressing the questions. Mrs. Cook inquired what individuals from the building would be on the internal review team. Dr. Sullivan responded that guidance should come from this committee. It could be a principal and the co-chairs at the building or it could be the principal, co-chair(s), and another person from the building. A decision has not been made how many individuals would be on the internal review team.

**Strategic Plan** - Superintendent Sullivan distributed copies of the June 2015 strategic plan. He noted the plan is to help guide the process with continuous adjustments that this committee deems necessary. Since the perception surveys were just completed, the buildings will be discussing the student results. Additionally, the faculty surveys are completed that could also assist with reviewing and revising the strategic plan. Superintendent Sullivan distributed copies of the feedback from the student and faculty perception surveys. One document took all 53 questions and included the typed statements and also rating based on a 5-point scale. The lower the number on the rating, the lower the perception of the faculty. The faculty perception survey had an open-ended question regarding areas for improvement. Dr. Sullivan asked the team members to break out into groups and review the information from the open-ended comments and try and come up with some ideas for facing those challenges. He asked them also to review the positive comments. Principals were instructed to guide the conversation sometime before the next School Improvement Leadership Team meeting and prepare to start putting some ideas on paper and how the strategic plan might be modified, including some things that can be celebrated.

**Next Meeting** – The next meeting was scheduled for Monday, February 27 at 4:00 p.m. at the Central Office.

**Adjournment** – The meeting adjourned at 4:47 p.m.