

Madison High School Improvement Team Meeting

Date : Monday, August 18, 2014

Mission Statement: Madison School, in cooperation with our community, will enable each student to develop his or her full potential to be successful in an ever-changing world.

Vision Statement: Developing individual excellence through rigorous academics, innovative technology and personal attention

Individuals in attendance: K. Thomas, N. Whiteley, B. Hague, S. Jackler, M. Ford, R. Wolf

Meeting Date	Facilitator(s)	Time	Location	
<u>Topic & items to bring</u>	<u>Specific outcome to achieve</u>	<u>Allocated time & person to facilitate the outcome</u>	<u>Results achieved</u>	<u>Next steps (What & who & by when)</u>
School Improvement Plan	Review Goals & Objectives: Plans are essentially the same with goals for Science and Social Studies, Math, and Reading and Writing.	Kristin	Read through goals, strategies, & activities. Discussed plans for PD for 2014-2015 to support SI Goals.	SI plan will be reviewed by the entire district on 8/27.
Review AER Data	Summarize last year's student performance on assessments, identify strategies to improve areas of weakness.	Kristin	Our report card is lime green which is solid, but the bottom 30 still struggling. Continue with our goal for helping the bottom 30 to succeed. Students "struggling" with MME? Possible causes: <ul style="list-style-type: none"> • Lack of motivation/incentive • Lack of available target • Moving target 	Kristin will be meeting with Brian Jones & Stan Masters to try and identify causes for disparity between ACT & MME...why are we not showing improvement on MME?
PD Calendar for 14-15	Review plan/schedule for next week.	Kristin	*Faculty Meeting* Members of faculty can share accomplishments from past year and summer. Discuss how to help bottom 30.	Faculty Meetings will be held the 3rd Tuesday of each month.

			Address dress code. Suggested that staff model appropriate/inappropriate looks for the students.	
Points of emphasis for 14-15	In addition to SI Goals, what do we want to accomplish this year? Setting our own goals.	Kristin/Nick		
Welcome Back Week Festivities	A Little Something Positive Each day: .	Kristin/Nick	Tuesday, September 2 nd : 1 st hour: Welcome Back assembly. (Including beach balls) Length will be determined by availability of speaker. Wednesday: Teachers will submit something (picture, favorite song, favorite book, etc.) and students will try to match teacher to the teacher's submission. (It's hard to explain in these little boxes, so a member of SIT will explain in person). Thursday: Music and Lunch Friday: Dress Code Skit Ice Cream/Freeze Pops and "recess" for the afternoon	Kristin will call speaker and Nick will reserve PAC.
Assessments for 14-15	Standardized testing in transition.	Kristin/Nick	Difficult to plan because there are still so many uncertainties.	Kristin and Nick will present vision/changes.
Data PD		Becky	Becky spoke with the team about PD she participated in over the summer led by Brian Jones. He spoke about using data to identify root causes of academic deficiency.	Kristin will set up a meeting with Brian to learn more.

Administrative Team Meeting Norms: Be on time, Be respectful, Offer your opinion and work towards consensus, Keep the students' best interest in mind.

Grade Level/Department Meeting Agenda**Title:****School Improvement Minutes****Purpose of meeting:****Meeting Attendees:****K. Thomas, N. Whiteley, M. Ford, B. Hague, R. Wolf, S. Jackler, M. Lesko**

Meeting Date	Grade Level/Department	Time	Location	Facilitator(s)
9/9/14	High School Improvement Team	3:00	Rm. 124	K. Thomas

Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
Discussion with Brian and Stan	Why are we making progress on the ACT but not the MME? <ul style="list-style-type: none">• Motivation• No clear target• Skills but not content addressed• How do we help struggling students to improve on MME?• Data driven lessons/assignments	K. Thomas/N. Whiteley	TBA	Teachers to work on increased data accumulation.
PD Calendar	Align common assessments to the Common Core Standards.(present to faculty during Tuesday's meeting). Continued work on Backwards Designs	K. Thomas/N. Whiteley		Teachers during next PD day.

Assessments for 14-15	ACT approved. Testing window and the ACT/MME We have been deemed “technology ready.” Test will be online.			
The root cause	The root cause has nothing to do with root canal, oddly enough. It’s actually a process by which you can determine what is causing students to fail parts of your curriculum. Ask Becky for more details.	B. Hague		
Grade Level/Department Meeting Norms:				

Purpose of meeting: Assess recent PD and plan for future PD and faculty meeting

Meeting Attendees:

K. Thomas, N. Whiteley, M. Ford, B. Hague, R. Wolf, S. Jackler, M. Lesko

Meeting Date	Grade Level/Department	Time	Location	Facilitator(s)
10/14/14	High School Improvement Team	3:00	Rm. 124	K. Thomas

Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
Reflections September 26 th PD	It seems as if most departments are working well. All need more time to accomplish UBD Units and aligning assessments to CCSS.	All departments	Success. Good time was had by all.	Tally Ho! Forward movement.
PD Calendar	Early Release will be continued work on UBD. Gradual Release session in afternoon available to all disciplines. This session will demonstrate easy ways to give students opportunities to use what they know.	K. Thomas/N. Whiteley	TBA	Teachers during next PD day.

Faculty Meeting	<p>Faculty Meeting will include touching base on Parent/Teacher Conferences Sharing information on the Building Quality Assessments meeting attended by Kristin and Angela. Data Director revisited.</p> <p>Levels of Assessment. Levels range from 1-4 with 1 being the lowest. 1 and 2 are basically objective questions and do not raise the critical thinking levels of the children.</p>	K. Thomas/N. Whiteley		
District Planning Session	<p>A fiscal reality is that the school will not continue at its previous growth rate.</p>	Marlys, Mary, Kristin and Nick attended.		

Grade Level/Department Meeting Norms:

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Grade Level/Department Meeting Agenda**Title:****School Improvement Minutes****Purpose of meeting: Assess recent PD and plan for future PD and faculty meeting****Meeting Attendees:****K. Thomas, N. Whiteley, M. Ford, B. Hague, R. Wolf, S. Jackler, M. Lesko, J. Stelzer**

Meeting Date	Grade Level/Department	Time	Location	Facilitator(s)
February 10, 2015	High School Improvement Team	3:00	Rm. 124	K. Thomas/N. Whitely

Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
Faculty Meeting	<ul style="list-style-type: none">Summer Opportunities through Buck Institute. (Gradual Release/Project/Performance)Honors Night changes Discussion included: Time capsule Best Awards (Best smile, etc.) Fondest Memories Slide show (not the graduation one) Alumni Assoc. speaker Tech Center contributions Scholarships Refreshments	All Departments	TBA	Teachers during next PD day.

	Through this change a more meaningful experiences to be had by all.			
Date Director	M.Lesko and A. Tedora and J. Hamilton to attend training on Thursday, February 12 and will report back to staff at the faculty meeting. Hoping will allow us to use date for improvement.	Tedora/Lesko/Hamilton	TBA	
Review of Plan Results for 9th and 10th.	Scores in. A mixed bag. Then again, they will be taking the SAT so . . .		Use data to assess progress.	
M-Step Newsflash: Target shifting	Test will still be on computer but will not be adaptive. Just a straight multiple choice test.			

Grade Level/Department Meeting Norms:

School Improvement Minutes

Meeting Attendees:

Meeting Date	Grade Level/Department	Time	Location	Facilitator(s)
March 11, 2015	High School Improvement Team	3:00	Rm. 124	K. Thomas/N. Whitely

Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
March 20th PD	<ul style="list-style-type: none"> Goals determined by departments Melissa Wilson to work with History and Science Departments 	All Departments	TBA	Teachers during next PD day.
Faculty Meeting	<p>Introduce Graduation Data</p> <p>Explore disconnect between our graduates post-high school and actual college enrollment.</p> <p>Elicit suggestions for increased success for our students post-high school</p>	Kristen Thomas and Jen Stelzer	TBA	Teachers will discuss ideas at the faculty meeting.

Senior Night	The committee has met one time and plans to meet again.	Kristen Thomas and high school teachers have ideas in the making.	Plan to meet at least two more times for the final results.	Set a date for the next meeting.
M-Step Newsflash: Target shifting	No Performance Assessment. Discussed logistics to be successful, including battery life of computers, necessary mice, etc.	Nick Whitely is keeping all the high school staff informed with all the changes from the state.	All juniors will be practice the different available tools and practice problems the state has provided.	The English and Math teachers who have juniors will be spending class time for students to practice. Juniors who don't have a math or English class third trimester, Mr. Whitely will be making a list for them to practice during homeroom. Mrs. Thomas will be monitoring those homeroom times.

Grade Level/Department Meeting Norms:

Purpose of meeting: Assess recent PD and plan for future PD and faculty meeting

Meeting Attendees:

K. Thomas, N. Whiteley, M. Ford, B. Hague, R. Wolf, S. Jackler, M. Lesko, J. Stelzer

Meeting Date	Grade Level/Department	Time	Location	Facilitator(s)
April 28, 2015	High School Improvement Team	3:00	Rm. 124	K. Thomas/N. Whitely

Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
PD May 15 Continued work on UBD's (or what a treat to be able to continue working on something that you can actually use) for every department.	<ul style="list-style-type: none"> Continued work on UBD's. What do we want to accomplish by the end of next year? Departments at various points in process Goal for each department should be to publish unit/s. Publish means through Web site. Some discussion as to how units should be published. Units should be moving toward Performance Assessments/Response to Text/Depth of 	All Departments	TBA	Teachers during next PD day.

	Knowledge. This is the 5-year goal for all units.			
PD over the summer	<ul style="list-style-type: none"> If you want to work over the summer, you should submit the request to Kristin. Consider when and for how long because Ryan will need a count to budget resources. 	All departments/K. Thomas		Teachers over the summer
Fusion Replacements: Student/Teacher/Parent Communication	<ul style="list-style-type: none"> With the new Website and loss of the Fusion Page, some may be considering alternatives. 3 Contenders are: Weebly Edmodo (New) Moodle And Office 365 Looking for those with expertise to begin training or offer advanced work with these possibilities. SIT suggested that different levels be offered: (Newbie/Advanced). Express interest to Kristin. 	All departments		Teachers

Senior Night	Don't forget to make submissions for Senior Night.	All departments		

Grade Level/Department Meeting Norms: