

Grade Level Meeting Agenda

Title: _____SIT Meeting 8/20/2014_____

The general purpose of Grade Level Meetings is to advance the goals set by the school and district improvement teams in accordance with our mission and vision statements.

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: Kathryn VanValkenburg, Deanna Dusseau-Garno, Renee Forche, Amanda Harsh, Brad Anschuetz, Mindy Jordan, Dani Matthews

Purpose of this meeting: 2014-2015 School Year changes, ideas, expectations, duties, etc.

Meeting Date	Grade Level	Time	Location	Facilitator(s)
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
Team Roles	Note-Taker Facilitator Agenda Maker	All	Dani – Note-Taker Deanna – Facilitator Kathryn – Agenda maker	Dani have notes posted within the week
Open House	What's it going to look like for MS?	All	Tables in MS gym for parents/students to obtain schedules, lockers, folder with emergency form, free/reduced lunch, HAC, calendar etc. Teachers should have doors open and welcome parents and students Student leaders to show new and 6 th grade students around and help with lockers Table for DC trip info Table for Parent Volunteer sign-up sheet in order for them	Contact students who would be good guides

			to have a more active role in (but not limited to) fundraising, chaperoning events (with exception of 8 th grade trip), May Madness	
Scorecard Data	<p>Improvements</p> <p>Where we still have a lot of work to do</p>	Brad	<p>MS saw HUGE increase for bottom 30% in reading and writing (yay MS team! ☺)</p> <p>Still have big gaps for several sub-categories (Hispanic, Socio-Econ, bottom 30) for Science and SS</p> <p>District received Yellow HS/MS received Lime Green Elem received Yellow</p>	<p>All departments need to be working on incorporating more Science and SS content into their curriculums</p> <p>Testing in Spring will be something new for all of us but gives us 8 months to work on these</p> <p>Spiral reviews a must throughout the year for Science and SS departments</p>
Opening Days	What to expect	Brad	<p>UbD instruction continues</p> <p>Brian Jones & Mellissa Wilson will be joining us to discuss UbDs and curriculum, gradual release method, staff walk throughs</p> <p>Tuesday MS team will be given presentation on using Edmodo and Remind</p>	Teams should be working on UbD throughout the year (some have already began work during the summer)
SI Plan	What to expect to be expected from us	Brad	<p>Idea is to have all K-12 aligned – horizontally and vertically</p> <p>Want proficiency in all core areas</p> <p>Plans for funding at-risk population</p> <p>UbDs to be continued throughout year (this is not</p>	More discussion during Opening Days

			something we will be walking away from – it is an EXPECTATION) and one to be completed by end of first trimester	
Teacher Learning Walks	What do these look like and what is the purpose?	Brad and Mindy	<p>Idea is for teachers to sit in on another teacher's lesson to see new concepts, ideas and how they could use them in their own curriculum</p> <p>Mellissa Wilson could even come in and teach a lesson using gradual release method, team teach another lesson with method, and then observe another lesson with method</p> <p>This is to help strengthen our teaching methods and to get fresh ideas</p>	
Evaluation Process, Tool, Legislation	How changes in legislation & MEAP will affect teacher evaluations	Mindy	<p>Madison is farther ahead than legislation (they require 25% of evals to be based on data).</p> <p>MEAP has been moved to Spring (April 15-June 6....3 week window per grade level). And it's now computerized.</p> <p>NWEA testing still needs to happen in there somewhere,</p> <p>Admin still discussing plans to handle this change and move forward</p>	

Meeting Days	What days will team meet?	All	3 rd Thursdays of the month	Get it on calendars people!
Other Business	Fun Form Fridays	Mindy	<p>Need a committee of teachers willing to plan for these days in order to not try to pull something off at last minute</p> <p>First Fun Forum Friday & expectations</p>	<p>First Fun Forum Friday will be Sept. 12 – students must have planner signed 6 of the 7 times (7th hour teachers will count these on Thursday Sept. 11 and report to Brad), emergency contact sheet turned in to Jodi (she will provide a list of who still has one out)</p> <p>Second Fun Forum Friday will be October 24.</p> <p>Anyone interested in being a part of the committee should contact Mindy</p>

Grade Level Meeting Norms: Next scheduled meeting – Thursday, September 18 in Garno's room

Grade Level Meeting Agenda

Title: _____SIT Meeting 9/18/2014_____

The general purpose of Grade Level Meetings is to advance the goals set by the school and district improvement teams in accordance with our mission and vision statements.

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: Kathryn VanValkenburg, Deanna Dusseau-Garno, Renee Forche, Amanda Harsh, Brad Anschuetz, Mindy Jordan, Dani Matthews

Purpose of this meeting: Sept. 26 PD, Scheduling Updates, Vertical Alignment

Meeting Date	Grade Level	Time	Location	Facilitator(s)
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
Sept. 26 PD	What's the plan?	All	8:00-9:00 – Parking Lot activity for indicators on the evaluation Lunch will be brought in Math dept will meet with Mellissa Wilson for Gradual Release Process in the afternoon for 1-2 hours Everyone else will meet with dept for continued work on UbDs	Think of strategies used to achieve a 4 in each category Brad will attempt to sign MS up for morning sessions with Mellissa at next PDs
Scheduling Updates	How do we get enrichment classes in and common planning time with new 6 hour schedule? What would it look like?	All	Potential Enrichment Team (Art, ASL, PE, Reading Interv., Med-Sci??) could cover grade levels so teams could have a common plan time in addition to personal plan time - SST meetings, data meetings, Learning Walk Throughs,	What classes would we want? Come up with a calendar/schedule to present to staff

			<p>teaching in another class, etc. could take place during this time</p> <ul style="list-style-type: none"> - Music students could now get PE & art - Would replace monthly grade level meetings - Could be 1st hour rotation for each grade level 	
Vertical Alignment	Standards versus Skills	Dani	<p>We seem to be working toward more vertical alignment as far as standards go but what about the skills students should have (skills are a subset of standards) at the end of each year?</p> <p>For example: the SS team is working on a plan for DBQs – how many docs should a 6th grader be able to use by the end of 6th grade in order to answer a well written answer to a DBQ & how long should it be? How about for a 7th grader? How about for an 8th grader?</p>	While working on UbDs next week look for commonalities of skill subsets for spiral review

Grade Level Meeting Norms: Next scheduled meeting – Thursday, October 16 in Garno's room

Grade Level Meeting Agenda

Title: _____ SIT Meeting 10/16/2014 _____

The general purpose of Grade Level Meetings is to advance the goals set by the school and district improvement teams in accordance with our mission and vision statements.

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: Kathryn VanValkenburg, Deanna Dusseau-Garno, Renee Forche, Brad Anschuetz, Mindy Jordan, Dani Matthews

Purpose of this meeting: 2015-2016 schedule, Forum, PT Conferences, PD Nov. 7, Team notes

Meeting Date	Grade Level	Time	Location	Facilitator(s)
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
2015-2016 schedule	Are we ready to start plugging students in to see what it looks like?	Brad	<ul style="list-style-type: none">- 1, 2, & 6 hours need to align with HS- LA?	<ul style="list-style-type: none">- Renee will send email to LA dept for them to come to a consensus on what next year's schedule should look like for them
Forum	Is this time being used efficiently?	All	<ul style="list-style-type: none">- Teachers are feeling frustrated with students wasting time- Why so many CAPs if we have Forum?- Too many students are out in the halls – especially during SSR- Distracting students	<ul style="list-style-type: none">- NO ONE should be in halls during SSR! This should be enforced by ALL teachers for ALL students- Teachers having issues with specific students can talk to team members about making trades- All trades must be approved by admin- If it is a student on Sylvia's caseload, student can go to her

PT Conferences	Being aware of time	Brad	<ul style="list-style-type: none"> - Parents will have a Bingo card to try and win a GC - Do you know your HAC login and PW to be added to Bingo card - Manage time! 	<ul style="list-style-type: none"> - Deanna will write up place cards to be put at tables for parents to mind time – personal conferences can always be arranged on a different day if it needs to be a lengthy conversation - Amanda will make posters for this - Don't allow one person to dominate
Nov. 7 PD	Who is doing what?	Brad	<ul style="list-style-type: none"> - LA & SS will be going with Mellissa Wilson for gradual release model - UbD work for the rest 	<ul style="list-style-type: none"> - Teams need to be working together on one unit
Team Notes	What should these look like?	Brad	<ul style="list-style-type: none"> - Meetings should identify problems (which we are all good at) - Meetings should have reflections (which we do) - Meetings are not ending with a Next Step Action 	<ul style="list-style-type: none"> - Teams MUST have a Next Action Step every time or what's the point of the meeting if we aren't working on a plan

Grade Level Meeting Norms: Next scheduled meeting – Thursday, November 13 in Garno's room

Grade Level Meeting Agenda

Title: _____SIT Meeting 11/20/2014_____

The general purpose of Grade Level Meetings is to advance the goals set by the school and district improvement teams in accordance with our mission and vision statements.

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: Kathryn VanValkenburg, Deanna Dusseau-Garno, Renee Forche, Brad Anschuetz, Mindy Jordan, Dani Matthews

Purpose of this meeting: Team Meetings, Update on Scheduling, Preparations for M-Step, PD Dialogue for UbD

Meeting Date	Grade Level	Time	Location	Facilitator(s)
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
Team Meetings	Why are some meetings more successful than others?	All	Content: *Agenda items & quality of items *Agenda items focus on student achievement *Actions steps to move forward Grade Level: *Share same frustrations (classroom management, struggling students, etc.) *Tendency to be a therapy session but no action steps are put forth	All Team Meetings should resemble what most content meetings look like ← Quality agenda items that focus on student achievement AND should have action plans to move forward
Update on Scheduling	Progress thus far	Brad	Students are beginning to be plugged into new schedule by admin & Jodi	

Preparations for MSTEP	What are we doing in our classrooms to prep students for this new test?	All	<p>A. How critical are the questions being asked in our curriculums?</p> <p>B. What processes are we using to support this emphasis on critical thinking?</p> <p>C. How are students able to practice maneuvering the information online for this test?</p>	<p>D. Teachers in ALL classes should NOT be using 'right there' questioning anymore. We are doing students a HUGE disservice if this is the case. This is an ALL MS, ALL CURRICULUMS test.</p> <p>E. The Gradual Release process should be used as much as possible for this, in addition to the other practices we have in place.</p> <p>F. LA has a CD that might help us with this. Further discussions to take place at next meeting.</p>
PD for UbD	We need to meet with other districts with our UbDs as part of the grant we were awarded for this project.	Brad	This needs to be done sooner than later. Perhaps MLK day? When should we add common summative assessments?	Which department is ready or willing to meet with another district?

Grade Level Meeting Norms: Next scheduled meeting – Thursday, December 18 in Garno's room

Grade Level Meeting Agenda

Title: _____SIT Meeting 12/18/2014_____

The general purpose of Grade Level Meetings is to advance the goals set by the school and district improvement teams in accordance with our mission and vision statements.

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: Kathryn VanValkenburg, Deanna Dusseau-Garno, Renee Forche, Brad Anschuetz, Dani Matthews, Amanda Harsh

Purpose of this meeting: MSTEP & Performance Tasks

Meeting Date	Grade Level	Time	Location	Facilitator(s)
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
MSTEP	Practice MSTEP	All	Team members all practiced using the tools that will be afforded to students for the online MSTEP to be taken in the spring	Members will look into finding ways for students to practice using the tools before the test?
Performance Tasks	What does it look like for the MSTEP?	Brad	After taking a practice test ourselves, we see that this is going to be a very different test for our students.	Look for ways for teachers to prepare students for these performance tasks. Positive Note: a lot of us are already using the tools on paper to prepare students for this. We just need now to come up with a way to pull it all together for students.

Grade Level Meeting Norms: Next scheduled meeting – Thursday, January 15 in Garno’s room

Grade Level Meeting Agenda

Title: _____SIT Meeting 1/15/2015_____

The general purpose of Grade Level Meetings is to advance the goals set by the school and district improvement teams in accordance with our mission and vision statements.

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: Kathryn VanValkenburg, Deanna Dusseau-Garno, Renee Forche, Brad Anschuetz, Dani Matthews, Amanda Harsh, Mindy Jordan

Purpose of this meeting: MSTEP Calendar, MSTEP & Other Scheduled Events, Performance Tasks, Grade Level Student Practice of MSTEP, Teacher Gradebooks

Meeting Date	Grade Level	Time	Location	Facilitator(s)
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
MSTEP Calendar	How will this look with all three components? a. Classroom Activity b. Adaptive Test c. Performance Tasks	All	<ul style="list-style-type: none">- Test begins week back from Spring Break so team decided NOT to begin Monday, April 13th- KV suggested breaking up the two long days with the short day in the middle- i.e. (for 8th grade ELA): 4/14: Adaptive Test 4/15: Classroom Activity 4/16: Performance Task 4/17: Make-Up	<ul style="list-style-type: none">- Admin will continue to work with grade level teams to produce a workable calendar for students and teachers
MSTEP & Other Scheduled Events	How does this test effect other scheduled events such as May Madness, Cedar Point, & Exams?	All	<ul style="list-style-type: none">- Suggested May Madness (currently scheduled for Fri, 5/24 right in the middle of 6th grade MSTEP) become June Jubilee (thanks Rex!) and be moved to Fri, 6/5 this year- Cedar Point is staying the same	<ul style="list-style-type: none">- Admin will continue to work with staff to best serve the students and to make best efforts to keep all activities

			<ul style="list-style-type: none"> - Suggested 1st hour Exam for 3rd Tri be moved to first block on Thursday, June 4 	
Performance Tasks	What does this look like in our class curriculums?	Brad	<ul style="list-style-type: none"> - Each teacher will implement at least ONE Performance Task BEFORE students take the MSTEP 	<ul style="list-style-type: none"> - PD with Mellissa Wilson should shed more light on examples of PT to assist teachers to plan something for their curriculum if they haven't done so already
Grade Level Student Practice of MSTEP	Can this happen? When will it happen?	Brad	<ul style="list-style-type: none"> - Yes it will happen if even on the iPads 	<ul style="list-style-type: none"> - Admin will work with LA teachers to introduce this test to students
Teacher Gradebooks	How many grades should be in our gradebooks at the end of a trimester? What kind of grades should these be?	Brad	<ul style="list-style-type: none"> - Based off the number of times a class meets in a tri (with the exception of LA) a safe number is 28-35 - These grades should be reflective of what we are teaching (our standards) - They should be "meat & potato" grades (a signed grade sheet for extra credit is not meat or potatoes) - Grades should truly and accurately show a student's abilities (a portfolio grade for 100 points does not show this) - Assignment titles should offer some idea of what the assignment really was 	<ul style="list-style-type: none"> - Team members will work with department members to look at 1st trimester grades in order to make sure gradebooks are meeting the requirements listed in previous column

Grade Level Meeting Norms: Next scheduled meeting – Thursday, February 19 in Garno's room

Grade Level Meeting Agenda

Title: _____SIT Meeting 2/19/2015_____

The general purpose of Grade Level Meetings is to advance the goals set by the school and district improvement teams in accordance with our mission and vision statements.

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: Kathryn VanValkenburg, Deanna Dusseau-Garno, Renee Forche, Brad Anschuetz, Dani Matthews, Amanda Harsh

Purpose of this meeting: Evaluation of MS AdvancED Assessment

Meeting Date	Grade Level	Time	Location	Facilitator(s)
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
AdvancED MS Interim Self-Assessment 2015	Evaluation of diagnostic content	All	Team discussed ratings for each indicator and discussed evidence (or lack of)we have to prove our findings	Members will continue to evaluate the diagnostic content of the assessment

Grade Level Meeting Norms: Next scheduled meeting – Thursday, March 19 in Garno’s room

Grade Level Meeting Agenda

Title: _____SIT Meeting 3/19/2015_____

The general purpose of Grade Level Meetings is to advance the goals set by the school and district improvement teams in accordance with our mission and vision statements.

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: Kathryn VanValkenburg, Deanna Dusseau-Garno, Renee Forche, Brad Anschuetz, Dani Matthews, Amanda Harsh

Purpose of this meeting: Evaluation of MS AdvancED Assessment

Meeting Date	Grade Level	Time	Location	Facilitator(s)
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
AdvancED MS Interim Self-Assessment 2015	Evaluation of diagnostic content	All	Team discussed ratings for each indicator and discussed evidence (or lack of)we have to prove our findings	Members will continue to evaluate the diagnostic content of the assessment

Grade Level Meeting Norms: Next scheduled meeting – Thursday, April 16 in Garno’s room

Grade Level Meeting Agenda

Title: _____SIT Meeting 4/16/2015_____

The general purpose of Grade Level Meetings is to advance the goals set by the school and district improvement teams in accordance with our mission and vision statements.

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: Kathryn VanValkenburg, Deanna Dusseau-Garno, Renee Forche, Brad Anschuetz, Dani Matthews, Amanda Harsh

Purpose of this meeting: M-Step Review

Meeting Date	Grade Level	Time	Location	Facilitator(s)
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
M-Step	Review of what worked and didn't work What can we do better next time?	All	All students need earbuds for ELA testing because of an audio piece Should students be divided into 2 groups (am & pm) for use of library or is it better for them to in separate labs? ELA class activity can be done in classroom with ELA teachers SS test does not need 3 hours to take (there are 66 multiple choice questions) Students should be utilizing all on-line tools when taking test	D. Garno will type up list of suggestions and strategies the 8 th grade learned during the weeks of their testing for 7 th and 6 th grade teams

Grade Level Meeting Norms: Next scheduled meeting – Thursday, May 21 in Garno's room

--

Grade Level Meeting Agenda

Title: _____SIT Meeting 5/26/2015_____

The general purpose of Grade Level Meetings is to advance the goals set by the school and district improvement teams in accordance with our mission and vision statements.

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: Deanna Dusseau-Garno, Renee Forche, Brad Anschuetz, Dani Matthews, Amanda Harsh

Purpose of this meeting: M-Step Review

Meeting Date	Grade Level	Time	Location	Facilitator(s)
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
AdvancED	Program Intervention Evaluation - Math	ALL	<p>Students who have been identified to not be proficient on the state standardized test or are in the 15-30% percentile on NWEA are assigned to the math tier two intervention program with Mr. Dubbs. During intervention students access individualized direct instruction in an attempt to fill gaps in their mathematical skill sets. Additionally they are introduced to new concepts prior to whole instruction. Pre-req skills for current instruction are emphasized.</p> <p>GOAL: for students to grow 1.5 years to help close the achievement gap</p> <p>Of the 59 students in the program 26 have met or exceeded the goal</p>	Continue reviewing data to identify these students to be placed in the program for next year.

--	--	--	--	--

Grade Level Meeting Norms: Next scheduled meeting – August