

## Madison Elementary School Improvement Team Meeting Agenda

**Purpose of meeting:** To develop goals, communication process, mission/vision/belief statements, school data analysis.

**SIT Members Present:** Laurie Zaszczurynski, Nate Pechaitis, Tanya Thacker, Bill Koebbe, Jamie Weible, Eric Frederick

Meeting Date		Time	Location	Facilitator(s)
7-23-15		3:45 – 5:00	Chelsea Pawson's room	Nate and Linda
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
<b>Roles/Responsibilities Written Process Statements Review</b>	To develop a common understanding of the roles/responsibilities for the school improvement team. SIT members are essential in the communication chain to include grade level teams in the school improvement process.	20 minutes Nate	Written Process Statements were reviewed. Norms/responsibilities were reviewed and will be implemented for future SIT meetings.	Time Keeper, Secretary, and Chairperson roles will be assigned to SIT members at next meeting.
<b>Title I Programs Evaluation and MTSS Committee Recommendations</b>	To review the evaluation process of our Title I programs (Team Time and STARS). To review recommendations of the MTSS Committee. To plan for the 2015-16 Title I programs.	1 hour Nate	Program Evaluation discussed and recommendations from the MTSS Committee were shared. Title I Programs for the 2015-16 school year were planned based on evaluation and recommendations.	Expanded support will be given to 3 <sup>rd</sup> grade. Two sessions of Team Time will be offered to increase the numbers of students who are served. Math Interventions will be expanded. A lesson plan template will be implemented to assist with the alignment of classroom and Team Time learning. Foster Grandparents and Siena Heights University students will assist with upper elementary Team Time.
<b>School Improvement Plan</b>	To develop the 2015 – 16 School Improvement Plan that is aligned with the District Improvement Plan	1 hour Nate	District Improvement Plan reviewed. Madison Elementary School Improvement Plan was written.	Goals, strategies and activities were written as a part of the continuous process of school improvement.
<b>Initiatives</b>	To develop initiatives that align with the School Improvement Plan	20 minutes	Initiatives were discussed as School Improvement Plan was written.	Initiatives checklist will be developed and reviewed at the next School Improvement Team meeting.

<p>Focus of meetings shall be on School Improvement ('Parking Lot' protocol for other information that arises.)</p> <p>voices are important (We will leave meetings with consensus on all decisions.)</p> <p>interest of children and the school.)</p>	<p>Consensus – All</p> <p>Kids First (We will make decisions based on the best</p> <p>Adhere to allocated time (Tanya is our timekeeper.)</p>
--	---

## Madison Elementary School Improvement Team Meeting Agenda

**Purpose of meeting: To review goals communication process, initiatives implementation plan and September agenda outcomes.**

**SIT Members Present: Nate Pechaitis, Linda Kaufman, Erin Pifer, Jackie Witt, Jamie Weible, Laurie Zaszczurynski, Chelsea Pawson**

Meeting Date		Time	Location	Facilitator(s)
8-17-15		3:45 – 5:00	Chelsea Pawson's room	Nate and Linda
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
<b>Review School Improvement Monitoring Calendar</b>	To review SIT activities that have already been accomplished this year and to review monitoring plan	15 minutes Linda	The School Improvement Team reviewed the activities that were accomplished at the July SIT meeting. The team also noted activities they will use as the focus of the September SIT meeting.	The School Improvement Team will focus on the development and improvement of the initiatives checklist at the September SIT meeting.
<b>To review Implementation, Monitor and Evaluation activities (STARS, Title I Team Time) in SIP as required by NCLB and PA 25.</b>	To develop a common understanding of our Implementation, Monitoring and Evaluation process Updates – Title I Parent Mtgs.	15 minutes Heidi	An overview of Team Time implementation was given to the SIT. A 2 <sup>nd</sup> Team Time block has been added to 3 <sup>rd</sup> grade, to provide 3 <sup>rd</sup> grade students with more support. Administration has enlisted in the help of Foster Grandparents, as well as students from Siena Heights University to aid our Team Time paraprofessionals in providing these extra supports. A Title I meeting has also been scheduled for the parents of BSY students.	The SIT team will continue to evaluate Title I programs, including the use of classroom interventions, as we foresee a deeper need for math interventions with the implementation of the new Everyday Math curriculum.  Administration will work to develop a list of interventions for teachers to use as a guide when developing plans for differentiation in their classroom.
<b>School Improvement Plan Communication Process</b>	To review goals communication process	15 minutes Nate and Linda	The School Improvement Team reviewed the goals of the 2015-16 SIP. The SIT members then reviewed their roles and responsibilities as	The SIT will continue to review the SIP goals to ensure that the plan is being implemented school

			team members. Each member is to be a leader for their grade level, and to communicate the goals/objectives that are developed at the SIT meeting each month. They are to make sure the SIP is being implemented in their grade level throughout the year.	wide throughout the 2015-16 school year.
<b>Implementation of School-wide Initiatives</b>	To review/update school-wide initiatives, including EBLI, so that the team assist and help lead the grade level teams with implementation throughout the year.	40 minutes SIT members	The team reviewed the Overarching Initiatives from the initiatives checklist. They then discussed methods for achieving these goals, and resources needed to support the implementation of these initiatives.	Erin Pifer will compile a list of anti-bullying books that are available in our school. She will also bring an example of a literary letter to the September SIT meeting. The team will discuss how these resources will help us to implement the Overarching Initiatives in the classroom.
<b>September Agenda Outcomes</b>	To set September Agenda Outcomes	5 minutes Nate and Linda	Agenda drafted.	Next month's meeting outcomes were established.

Focus of meetings shall be on School Improvement ('Parking Lot' protocol for other information that arises.)	Consensus – All voices are important (We will leave meetings with consensus on all decisions.)
Kids First (We will make decisions based on the best interest of children and the school.)	Adhere to allocated time (Tanya is our timekeeper.)

## Madison Elementary School Improvement Team Meeting Agenda

**Purpose of meeting:** To review mission/vision/belief statements. To develop school improvement initiatives implementation plan, and October agenda outcomes.

**SIT Members Present:** Jackie Witt, Erin Pifer, Laurie Zasczurynski, Chelsea Pawson, Heidi Miller, Amy Fancher, Bill Koebbe, Jamie Weible, Linda Kaufman, Tanya Thacker, Nate Pechaitis, Eric Frederick

Meeting Date		Time	Location	Facilitator(s)
9-21-15		3:45 – 5:00	Chelsea Pawson's room	Nate and Linda
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
<b>Review Mission/Vision/Belief Statements</b>	To review Madison School District Mission, Vision, and Belief statements to align SIT work with these guiding documents.	10 minutes Linda and Nate	School Improvement Team members reviewed the school Mission, Vision, and Belief statements.	SIT members will assist their grade level team members in implementing these statements throughout the school year.
<b>To review Implementation, Monitor and Evaluation activities (STARS, Title I Team Time) in SIP as required by NCLB and PA 25.</b>	To develop a common understanding of our Implementation, Monitoring and Evaluation process Updates – Title I Parent Mtgs.	15 minutes Heidi	The Title I team members have completed universal screening testing for all students. Grades 1, 3-5 will occur only in the spring, unless teachers request to test their students in the winter. Data meetings for grades K-5 will begin the week of September 28 <sup>th</sup> . The STARS program will begin on October 5 <sup>th</sup> . 1 <sup>st</sup> -5 <sup>th</sup> grade teachers will plan for Team Time the week of October 5 <sup>th</sup> . Team time will begin the week of October 12 <sup>th</sup> .	K-5 <sup>th</sup> grade teachers will begin planning for data meetings. 1 <sup>st</sup> -5 <sup>th</sup> grade teachers will also begin planning and preparing materials for Team Time the week of October 5 <sup>th</sup> .
<b>Implementation of School-wide Initiatives</b>	To review/update school-wide initiatives so that the team can assist and help lead the grade level teams with	35 minutes Nate and Linda	The SIT members reviewed the Mathematics Initiatives. The team discussed the need for Rocket Math to be implemented and practiced in	School Improvement Team members will discuss with their grade level team members what administrators can do to

	implementation throughout the year.		all classrooms 4 times per week.	help support the implementation of Rocket Math in the classroom. The SIT members will bring these suggestions to the October SIT meeting.
<b>October Agenda Outcomes</b>	To set October Agenda Outcomes	5 minutes Nate and Linda	Agenda drafted.	Next month's meeting outcomes were established.

Focus of meetings shall be on School Improvement ('Parking Lot' protocol for other information that arises.)	Consensus – All voices are important (We will leave meetings with consensus on all decisions.)	Kids First (We will make decisions based on the best interest of children and the school.)	Adhere to allocated time (Tanya is our timekeeper.)
--	--	--	---

## Madison Elementary School Improvement Team Meeting Agenda

**Purpose of meeting:** To focus on two items identified in our Spring Self-Assessment, to review Team Time system and protocols.

**SIT Members Present:** Jackie Witt, Erin Pifer, Laurie Zasczurynski, Chelsea Pawson, Heidi Miller, , Bill Koebbe, Jamie Weible, Linda Kaufman, Nate Pechaitis, Eric Frederick

Meeting Date		Time	Location	Facilitator(s)
11-16-15		3:45 – 5:00	Chelsea Pawson's room	Nate and Linda
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
<b>TAC/eSchool Training on December 10<sup>th</sup> at 3:45 in Lab 511</b>	Establish a team to receive TAC training to be school leaders as we transition to TAC for reporting and communication purposes based on self-assessment: "Grading and reporting are based on clearly defined criteria that represent the attainment of content knowledge and skills and are consistent across grade levels and courses."	15 minutes Nate & Jamie	Jamie Weible has re-established contact with Tina Bowers from the LISD. A meeting has been scheduled for December 10 <sup>th</sup> from 3:45-4:45.	Teacher leaders are needed to attend the December 10 <sup>th</sup> meeting. At least one teacher from early el. and one teacher from upper el. is needed for this meeting. It is asked that the maximum number of teachers that attend be one teacher per grade level.
<b>Team Time Fidelity Check</b>	Review Team Time system and protocols. Make necessary adjustments to communicate to grade levels	35 minutes Heidi	The School Improvement team discussed the strengths and areas that are still in need of development in regards to the current team time structure.	SIT members will discuss Team Time successes and concerns with their grade level team members. They will share these successes and concerns at the December SIT meeting.
<b>Implementation of School-wide Initiatives</b>	To review/update school-wide initiatives so that the team can assist and help lead the grade level teams with implementation throughout the year.	30 minutes Nate and Linda		The School Improvement Team will continue to review/update school wide initiatives at the December meeting. Grade level progress will be shared next month.

<b>Student Mentors</b>	To review the self-assessment item listed below and develop an action plan: "The school has a formal structure whereby each student is well known by at least one adult advocate in the school who supports that student's educational experience."	30 minutes Linda and Nate		The School Improvement Team will continue to review the self-assessment at the December meeting.
<b>December Agenda Outcomes</b>	To set December Agenda Outcomes	5 minutes Nate and Linda	Agenda Drafted.	Next month's meeting outcomes were established.

<p>Focus of meetings shall be on School Improvement ('Parking Lot' protocol for other information that arises.)</p> <p>important (We will leave meetings with consensus on all decisions.)</p> <p>children and the school.)</p>	<p>Consensus – All voices are</p> <p>Kids First (We will make decisions based on the best interest of</p> <p>Adhere to allocated time (Tanya is our timekeeper.)</p>
---	--



## Madison Elementary School MTSS/SIT Meeting

**Purpose of meeting: To monitor Title I STARS, Team Time programs**

**Present: Linda Kaufman, Nate Pechaitis, Eric Frederick, Heidi Miller, Brenda Betz, Tanya Thacker, Laurie Zaszczurynski, Kelsey Hall, Cyndee Risner, Bill Koebbe, Erin Pifer, Chelsea Pawson, Melodie Bradley, Christina Villalobos**

<b>Meeting Date</b>		<b>Time</b>	<b>Location</b>	<b>Facilitator(s)</b>
<b>1-19-16</b>		3:30 – 4:40	STARS Room	Linda/Nate/Eric/Brenda/Heidi
<b>Topic &amp; items to bring</b>	<b>Specific outcome to achieve</b>	<b>Allocated time &amp; person to facilitate the outcome</b>	<b>Results achieved</b>	<b>Next steps (What &amp; who &amp; by when)</b>
<b><u>SIT/MTSS Agenda Items</u></b> <b>Review of Programs</b>	To review the purpose of each of the programs – <ul style="list-style-type: none"> <li>• STARS</li> <li>• Title I Team Time</li> </ul>	15 minutes Linda/Nate/Heidi	The team discussed the purpose of the Team Time and STARS programs, which is to provide students in the bottom 30 <sup>th</sup> percentile with extra support to help them reach the 50 <sup>th</sup> percentile by the end of one school year.	The School Improvement/MTSS teams will continue to review the purpose of STARS/Team Time multiple times a year as part of the requirements for Title I services.
<b>Monitoring Program Processes/Structures</b>	How do we know we are doing it? (Lesson and student documentation data)	10 minutes Linda/Nate/Heidi	Data from the first trimester of Team Time/STARS was presented to the team to show the correlation between lesson documentation and student success rates.	This data will be presented to all grade levels during their data meetings.
<b>Monitoring Data Processes/Structures</b>	How do we know the programs are impacting student achievement? (Title I Students who are on target to meet their end of year goal – 50 <sup>th</sup> %)	10 minutes Linda/Nate/Heidi	Data from the first trimester of Team Time/STARS was presented to the team to show the percentage of students on target to meet their goal by the end of the year.	This data will be presented to all grade levels during their data meetings.
<b>Checklist – Update and utilize checklist</b>	How do we know that action steps are making a difference for student achievement? (What do we need to do to be aligned with the written plan?)	10 minutes Linda/Heidi/Brenda	The team discussed the need for a systemic plan to be implemented school-wide in order to help students in the bottom 30 <sup>th</sup> percentile reach their target goal by the end of the school year.	Grade levels will choose one of two available models to follow for Team Time to ensure the Team Time model is systemic school-wide.

<b>SIT Agenda Items: Student Mentors/Behavior Supports System</b>	To review the self-assessment item listed below and develop an action plan: "The school has a formal structure whereby each student is well known by at least one adult advocate in the school who supports that student's educational experience."	30 minutes Eric/Linda/Nate	The team briefly reviewed the assessment item to develop an action plan in order to create a formal structure for advocating/supporting each student's educational experience.	The School Improvement Team will continue to review this self-assessment item at the February meeting. At that time, the team will also work to create a form of documentation for this self assessment item.
<b>February Agenda Outcomes</b>	To set February Agenda Outcomes	5 minutes Nate and Linda	Agenda drafted.	Next month's meeting outcomes were established.

--

## Madison Elementary School Improvement Team Meeting Agenda

**Purpose of meeting:** To complete the School Interim Self-Assessment, Review 'A Day of Science', and student mentor structure

**SIT Members Present:** Linda Kaufman, Nate Pechaitis, Eric Frederick, Heidi Miller, Tanya Rahman, Laurie Zaszczurynski, Jackie Witt, Bill Koebbe, Jamie Weible, Erin Pifer, Chelsea Pawson

Meeting Date		Time	Location	Facilitator(s)
2-22-16		3:45 – 5:00	Chelsea Pawson's room	Nate and Linda
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
<b>Student Advocate/Mentor Structure</b>	Review process statement regarding our student mentor structure	10 minutes Linda	Process statement was reviewed by School Improvement Team.	The Student Mentor Structure process statement will be presented to the staff at the February faculty meeting.
<b>A Day of Science</b>	Develop a plan for 'A Day of Science'	15 minutes Nate	"A Day of Science" will take place on March 23, 2016. Stations will be set up throughout the school, and grade levels will be able to visit these stations during their Team Time time. The theme for this year's Day of Science will be "Engineers Design Solutions".	Administration will communicate the plan for "A Day of Science" at the February faculty meeting. Each grade level will later meet to finalize their plans for "A Day of Science".
<b>Interim Self-Assessment</b>	To complete the Interim Self-Assessment	30 minutes Linda and Nate	The School Improvement Team reviewed and assigned a rating to each indicator on the Self-Assessment.	SIT members will communicate to their grade levels the results of the Self-Assessment.
<b>March Agenda Outcomes</b>	To set March Agenda Outcomes	5 minutes Nate and Linda	Agenda drafted.	Next month's meeting outcomes were established.

<p>Focus of meetings shall be on School Improvement ('Parking Lot' protocol for other information that arises.)</p> <p>important (We will leave meetings with consensus on all decisions.)</p> <p>children and the school.)</p>	<p>Consensus – All voices are</p> <p>Kids First (We will make decisions based on the best interest of</p> <p>Adhere to allocated time (Tanya is our timekeeper.)</p>
---	--

## Madison Elementary School Improvement Team Meeting Agenda

**Purpose of meeting:** To use Parent Survey feedback data to determine family stakeholder perceptions, to review that Student Study Team process, to continue to monitor student supports.

**SIT Members Present:** Linda Kaufman, Nate Pechaitis, Eric Frederick, Heidi Miller, Laurie Zaszczurynski, Bill Koebbe, Jamie Weible, Erin Pifer, Chelsea Pawson

Meeting Date		Time	Location	Facilitator(s)
<b>3-21-16</b>		3:45 – 5:00	Chelsea Pawson's room	Nate and Linda
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
<b>Data Review: To review family perception using the parent survey data</b>	Review data to determine: Where do families see us now? What do they see as our strengths? What are areas of concern?	45 minutes Linda and Nate	The School Improvement Team reviewed Parent Survey Data. Overall, the school received positive feedback in all areas of the survey.	School Improvement Team members will brainstorm ways to provide more opportunities to showcase student work and achievement. SIT members will also bring examples of Student Surveys (learning surveys) to the April SIT meeting.
<b>To review Student Study Team process updates (focus of March faculty meeting)</b>	Updates to SST process will be reviewed in an effort to better support students and teachers	15 minutes Nate, Linda, Heidi	School Improvement Team members reviewed the new process for scheduling SST meetings. This new process can be completed via the district website.	Nate, Linda, and Heidi will share this new process at the March staff meeting. Teacher feedback will be gathered by exit survey forms to clarify and improve the SST process.
<b>Monitor activities (STARS, Title I Team Time, Kdg. Parapros) in SIP as required by NCLB and PA25.</b>	To monitor activities (STARS, Title I Team Time, CICO, Kdg. Parapros) in SIP as required by NCLB and PA25.	10 minutes Heidi, Nate and Linda	M-Step assessments will begin on April 13 <sup>th</sup> , starting with 5 <sup>th</sup> grade. Students will use the laptop carts for M-Step and NWEA assessments. The last day of Team Time will be May 5 <sup>th</sup> .	Kdg. will continue the STARS program through May 11 <sup>th</sup> . 1 <sup>st</sup> and 2 <sup>nd</sup> grade will continue Team Time with all students through May 5 <sup>th</sup> . Due to scheduling of the M-Step, 3 <sup>rd</sup> – 5 <sup>th</sup> grades will meet with Mr. Pechaitis to determine Team Time after students

				return from Spring break.
<b>April Agenda Outcomes</b>	To set April Agenda Outcomes	5 minutes Nate and Linda	Agenda drafted.	Next month's meeting outcomes were established.

<b>Focus of meetings shall be on School Improvement ('Parking Lot' protocol for other information that arises.)</b>	<b>Consensus – All voices are important (We will leave meetings with consensus on all decisions.)</b>
<b>Kids First (We will make decisions based on the best interest of children and the school.)</b>	<b>Adhere to allocated time (Tanya is our timekeeper.)</b>

## Madison Elementary School Improvement Team Meeting Agenda

**Purpose of meeting:** To determine student survey, to analyze MISCHOOOLDATA, to continue to monitor student supports.

**SIT Members Present:** Linda Kaufman, Nate Pechaitis, Eric Frederick, Heidi Miller, Tanya Rahman, Laurie Zaszczurynski, Jackie Witt, Bill Koebbe, Jamie Weible, Erin Pifer, Chelsea Pawson

Meeting Date		Time	Location	Facilitator(s)
4-18-16		3:45 – 5:00	Chelsea Pawson's room	Nate and Linda
Topic & items to bring	Specific outcome to achieve	Allocated time & person to facilitate the outcome	Results achieved	Next steps (What & who & by when)
<b>Student Survey Samples</b>	To review survey samples provided by SIT members and to determine the student survey that will be used to gather student perceptions this school year.	15 minutes Linda and Nate	School Improvement Team members presented grade level examples of parent surveys used at the beginning of the year to gather information on students. Linda presented the student AdvancedED survey to the team, to show an example of how to collect data on our school from the perspective of a student.	Students in both early and upper elementary will complete the AdvancedED survey to assist us in collecting data on our school. Grade levels will review their parent surveys in order to decide on a universal survey to use in each grade level.
<b>Data Review: To review data (academic and demographic) based on the most current MISCHOOOLDATA.</b>	To review MISCHOOOLDATA to analyze improvements against SIP objective statements and identify: <ul style="list-style-type: none"> <li>Where are we now?</li> <li>What progress did we make?</li> <li>How close did we come to our measurable objective?</li> <li>Did we narrow our sub-group/s gap/s?</li> </ul>	45 minutes Nate, Linda, Heidi	MISCHOOOLDATA was reviewed. Students are improving in all areas. We will continue to work on Science and Social Studies across the grade levels to help reach all of our scoring goals in these subjects; specifically with students in the bottom 30 <sup>th</sup> percentile.	In order to improve our science and social studies scores, grade levels will continue to work on Depth of Knowledge questions, in order to further develop higher order thinking skills.
<b>Monitor activities (STARS, Title I Team Time, Kdg. Parapros) in SIP as required by NCLB and PA25.</b>	To monitor activities (STARS, Title I Team Time, CICO, Kdg. Parapros) in SIP as required by NCLB and PA25.	10 minutes Heidi, Nate and Linda	Title I activities were monitored and reviewed by School Improvement Team members.	Title I programs will be further monitored at the May School Improvement Team meeting.

<b>May Agenda Outcomes</b>	To set May Agenda Outcomes	5 minutes Nate and Linda	Agenda drafted.	Next month's meeting outcomes were established.
----------------------------	----------------------------	-----------------------------	-----------------	---

Focus of meetings shall be on School Improvement ('Parking Lot' protocol for other information that arises.)	Consensus – All voices are important (We will leave meetings with consensus on all decisions.)
children and the school.)	Kids First (We will make decisions based on the best interest of children and the school.)
Adhere to allocated time (Tanya is our timekeeper.)	