

Northview Middle

Meeting Date: 2/20/2017 - 2:45 pm

Location: Media Center

Title: School Improvement Team

I. Team/guest attendance

Team Members in Attendance: Stephanie Dischiavi, Becky Gaffney, Cathy Hitchcock, Byron Jones, Jeff King, Cathy Lail, Bryan Marley, Beverly Ohlendorf, Lindee Parsons, Melessa Pearson, Aimee Sigmon, Erin Sigmon, Miriam Starnes

Guests in Attendance:

II. Celebrate recent successes - Reviewed

III. Review and respond to Coaching Comments - Reviewed

IV. Approval of last meeting's minutes - Approved

V. Old business - Discussed

VI. Indicators to Assess-Create-Monitor - Discussed

Objectives Planned For

A4.06	ALL teachers will be attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124)
B1.03	A Leadership Team will consist of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice a month) to review implementation of effective practices.(5137)
B3.03	The principal will monitor curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.(5149)
C2.01	The LEA/School will regularly look at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.(5159)
E1.06	The school will regularly communicate with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)

Monitor

A4.-6 -

Describe how it will look when this objective is fully met. Also describe the information you will need to provide evidence that this objective is fully met.

Task 1: Use the WIN folder to show evidence of the school being separated into groups by ability and help keep teachers and students connected during this time. Task 2: Google form is also located in WIN folder in google drive.

Task 3: Powerpoint that was designed by counseling department and EC Master

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1. What progress have you made toward each task? Is the task complete?
 - i. Task 1: Complete- Teachers have organized students into groups by academic levels to strengthen academic ability to eliminate emotional stress within the classroom setting, which will lead to less discipline issues and missed instructional time.
 - ii. Task 2: Complete- Each teacher has been given access to a google form that allows names to be referred to the counseling department for services needed.
 - iii. Task 3: Complete w/follow-up- A PowerPoint presentation was conducted over 2 different faculty meetings, that centered on Northview student make-up, how to deal with difficult behaviors, and discussing the differences and effectively communicating with the various minority groups that are enrolled.
 - iv. Task 4: Not completed
2. What support do you need to complete tasks? We need time during a faculty meetings give behavior interventions. Take part of WIN class to incorporate writing prompts and role play scenarios- reflections will be used as evidence for completion. School wide
3. What documentation needs to be added to the folder? powerpoint, WIN google folder
4. What do you need to do next? We need to implement Task 4 within the WIN groups so teachers can focus on the social/emotional needs of the students in the WIN group.

1st subject -bullying Show video and have students reflect upon their thoughts of the inappropriate actions. Is it stressful to you? Does it affect your learning? Is it hurting your chance to improve for the future? IF you were the teacher how would you handle the situation

2nd subject - misbehavior during class but placing the student in the place of witnessing behavior, not participating. Have students reflect upon their thoughts of the inappropriate actions. Is it stressful to you? Does it affect your learning? Is it hurting your chance to improve for the future?

3rd subject - what do you see yourself doing in 5, 10 or 20 years from now? What are you doing now to reach your goals in 5 years?

B1.03

1. Describe how it will look when this objective is fully met. Also describe the information you will need to provide evidence that this objective is fully met. We are moving in the right direction with leadership Team meetings. Not sure why indistar is only showing 3 meetings at this time?
2. What progress have you made toward each task? Is the task complete?

B3.03

- i. Task 1: Bi-weekly Meetings: we are meeting at least 2 times per month, but may not be at a set rotation for Admin and process manager. We need to be more deliberate in our discussion of our tasks and progress of the plan. We need to make sure that each team member is taking ownership of their goal and progress.
- ii. Task 2: Meeting Agendas: we are using indistar to create agendas and email out to SIT members. It may not always be 2 days prior to the meetings, but it is prior to the meeting.
- iii. Task 3: SIT meetings: We have regular meetings and are submitting our minutes and updating them on the webpage after each meeting.
- iv. Describe how it will look when this objective is fully met. Also describe the information you will need to provide evidence that this objective is fully met.
- v. What progress have you made toward each task? Is the task complete?

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- a. **Task 1: COMPLETE** / Collaborate with School Improvement Team and Instructional Support Team to identify the observation tool/s to be used for informal observations.

During the Dec. 15, 2016 SIT meeting Mrs. Dischiavi facilitated a discussion to determine what tool will be used to collect formative assessment during informal observations. The team approved the continued use of the ELEOT tool in combination with the AOL template to gather information, analyze instruction and provide feedback to teachers.

*ELEOT form

1. **Task 2: COMPLETE** / Identify critical “look fors” and strategies for compiling and reporting trend data of the identified “look fors” for monthly data analysis and reporting.
 2. During the Dec. 12, 2016 SIT meeting Mrs. Dischiavi facilitated a discussion for SIT to determine the “look fors” and strategies for
 3. Safe and orderly
 4. Rigor - critical thinking, higher order thinking questions
 5. Learning Target / AOL components
 6. Student Engagement / differentiation
 - 7.
 8. **Task 3: PROGRESSING** / Create a tracking system to ensure each staff member receives the minimum of two feedback reports on both classroom instructional lessons and PLCs (core content teachers only) for each grading period.
 9. A shared document was created to track completion of informal teacher observations and PLC feedback provided to Core teachers. Not all teachers have received the stated expectation of a minimum of two feedback reports on both classroom instructional lessons and PLCs.
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1. **Task 4: COMPLETE** / Revise and communicate a list of administrative duties to be fulfilled by the Assistant Principal and Principal in order to secure time for the Principal to fulfill instructional leadership goals.
 2. Mrs. Dischiavi created and shared a document identifying Principal and Assistant Principal responsibilities.

* Administrator Duties

1. What support do you need to complete tasks?

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2. Assistant principal and principal allocate 1-2 hours per day to observing instructional lessons - track feedback provided to teachers.
3. What documentation needs to be added to the folder?
- 4.
5. What do you need to do next?
6. Observe teachers

C2.01

E1.06

1. Describe how it will look when this objective is fully met. Also describe the information you will need to provide evidence that this objective is fully met.
2. What progress have you made toward each task? Is the task complete?
 - i. Task 1: Q1 and Q2 Math/Reading Benchmarks were given to all grades. (Testing Calendars for Q1 and Q2) The use of Common Formative Assessments (CFA) for Q1 and Q2 . Complete
 - ii. Task 2: Data walls and scored assessments were available two weeks after they were given. Complete
 - iii. Task 3: We have analyzed proficiency and mastery during PLCs and I (Gaffney) will add a copy of the PLC minutes to the documentation. Complete
 - iv. Task 4: I (Gaffney) will put in the remediation plan as well Complete
3. What support do you need to complete tasks? Ongoing documentation
4. What documentation needs to be added to the folder? Ongoing documentation
5. What do you need to do next? Q3 Benchmarks / Assessment Scores
6. Describe how it will look when this objective is fully met. Also describe the information you will need to provide evidence that this objective is fully met.

When this task is fully met, parents will be able to access teacher webpages, school webpages, and surveys that will allow parents to navigate our website to find resources for their student.

We need to make sure that we have proper documentation to help support our task as noted below.

What progress have you made toward each task? Is the task complete?

1. Task 1: In Progress - We have had one Latino Heritage Night and Northview Parent Night on February 21st. We are hoping to have at least one more Latino Heritage Night in the near future.
2. Task 2: In Progress - Teachers need to make sure that all webpages are "parent friendly" for all parents to access needed information for their students.
3. Task 3: In Progress - Survey parents to find out best ways to see what methods work for them to access information.
4. Task 4: Completed - Link curriculum documents to NVW Webpage for parents to have access to their students curriculum (syllabus).

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Ensure that all tasks are being met along with making sure that websites and parent information stay up to date for next school year :)

[Northview Family Night Schedule](#)

Northview Family Night Flyer - passed out to students on gold paper

[Northview Family Night Flyer](#)

Latino Heritage Night Flyer and Schedule

Example of Teacher Webpages

Surveys for Parents for Information

Curriculum Information and Parents Guide

Possibly have a location for parents to have Task #3 information on Northview Family Night?

1. What do you need to do next?
 2. What documentation needs to be added to the folder?
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1. What support do you need to complete tasks?

VII. Other Business

We discussed Family night - parent portal, yearbook and book fair and each grade level responsibility

WIN is to be in the paper for ways to help students succeed!

VIII. Next Meeting

Next Meeting Date: 03/13/2017

Next Meeting Time: 2:45

Next Meeting Title: School Improvement Team

Next Meeting Location: Media Center

IX. Adjourned Time

4:05