

**Summit Elementary School**  
*Our mission is to prepare children to excel and lead in the 21st Century.*  
**SCHOOL IMPROVEMENT LEADERSHIP TEAM (SILT) MINUTES**  
**Thursday, December 2, 2010**  
**MEDIA CENTER**  
**5:30-6:30 PM**

<b>PURPOSE:</b> To work collaboratively to define, clarify and create understanding about recommendations of Summit's Goal Teams, School Improvement Planning and Implementation and Accreditation.	
<b>DESIRED OUTCOMES OF MEETING:</b> To engage in open, candid, collaborative conversation. To share and learn from one another. To establish common understandings. To celebrate!	<b>SCHOOL IMPROVEMENT GOALS:</b> 1. Each and every child will perform at or above the Advanced Proficient level on the NWEA growth assessment in reading. 2. Each and every child will perform at or above the Proficient level in writing, as determined by PAWS. 3. Summit Elementary School will be efficient and effective in its operations and procedures to ensure an optimal learning environment.

<b>Time</b>	<b>Tasks</b>	<b>Information/ Action</b>	<b>Who</b>	<b>By When</b>	<b>Action Team Authority Money, Materials, Equipment</b>
5:30 – 5:33	<b>Approval of Minutes / Review of + / Δ from Last Meeting</b> <b>Notes:</b> <ul style="list-style-type: none"> <li>Lori Ordiway moved to approve the minutes of the previous meeting, DeLaine Britt seconded the motion – the motion carried and the minutes were approved.</li> <li>Those in attendance are: Lori Ordiway, K/1 House Rep.; Renae Murphy, Bus Monitor; Nikki Wright, Refocus Room Coordinator; DeLaine Britt, Kinder Teacher/Literacy Team Co-Chair; Karen Higginson, 1st Grade Teacher/Leader in Me Team Chair; Julie Hornby, Instructional Facilitator; Liz Bishop, 4/5 House Rep.; Ashley Golay, Library/Media Tech.; John Foy, 2nd Grade Teacher/E&amp;E Team Chair; Dr. Anne LaPlante, Principal; Ashley Haynes, Office Manager; Wayne Tuttle, 4th/5th Grade Teacher/Literacy Team Chair; and Tondi McCoul, 2/3 House Rep.</li> </ul>	Information  Action	Anne / Team  Team	Dec. 2	Minutes of the previous meeting were read and approved.
5:33 – 5:38	<b>Goal Team Updates/Q&amp;A:</b> Updates of the E&E, LIM, and Literacy goal teams were distributed via email to team members prior to the meeting. <b>Literacy Goal Team</b> (aligned to District Goals 1, 2) <b>Notes:</b> <ul style="list-style-type: none"> <li>Wayne Tuttle explained the Literacy Team's PDSA.</li> <li>Lori Ordiway asks "What is the plan to clarify the timelines?"</li> <li>The timelines should be in place before the January PD days. Wayne would like to have them ready by</li> </ul>	Information	Wayne, Dee, Karen, John, Team		

	<p>December, but they may not be ready until Jan.</p> <p><b>Leader In Me Goal Team</b> (aligned to District Goal 4)</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Karen Higginson discussed the LIM PDSA.</li> <li>• Student Leadership Cards and the criteria for earning them is in the works right now.</li> </ul> <p><b>Effective and Efficient Goal Team</b> (aligned to District Goal 5)</p> <p><b>Notes:</b> No one has questions/concerns.</p> <ul style="list-style-type: none"> <li>• <b>At the end of the meeting, Anne would like feedback on this portion of the meeting.</b></li> </ul>				
5:38 – 5:50	<p><b>History of Accreditation</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• John Foy gave a report of the NCSA protocol for Accreditation, and some history of his previous experiences on an accreditation team.</li> <li>• NCSA accreditation is sanctioned through the AdvancED Standard Assessment Rubric. John distributed a handout detailing AdvancED.</li> <li>• The state of WY contracted to put together a criteria of 7 standards, then would have a visit from teachers/principals who are trained in accreditation process. They assess the school and compile a score based on their different standards.</li> <li>• The State of WY made the approval that entire districts, rather than individual schools, had the option to apply for accreditation, and the state could assess the district as a whole. If the district passed accreditation then all schools within it would also pass.</li> <li>• Anne is meeting with the NCSA School Improvement (SIP) team tomorrow to discuss/approve NCSA's SIP accreditation.</li> <li>• Most orgs who receive large amounts of state funding are able to be accredited.</li> <li>• In using the district-wide accreditation process, there is much stress relieved from staff.</li> <li>• John visited 2 schools in the last 3 years to do accreditation assessments.</li> <li>• Handouts with our district's standards were distributed.</li> <li>• Stakeholder communication and relationships is one standard that is very evident at Summit, and in our SILT meeting tonight.</li> <li>• We want to have the practices and artifacts in place at Summit that are in this handout.</li> <li>• The communication portion in our bison brief and staff newsletters which request feedback is an example of 2-way communication between schools and stakeholders.</li> </ul>	Information	John		

	<ul style="list-style-type: none"> <li>• John asked us to read the quality assurance review report that was used to evaluate another school, and then we all shared feedback. The school was scored as “Operational.”</li> <li>• Our school will not be evaluated in the same manner as this example, but in a similar way.</li> <li>• Summit was designed with the involvement of many stakeholders, and now that we are operational, we would like to include stakeholders in our building-wide +/Δ’s and further development.</li> <li>• John warns us not to confuse accreditation with test results, as both of these reports can be in the local newspapers. In theory, the two should go hand in hand, but they currently do not.</li> </ul>				
5:55 – 6:15	<p><b>School Improvement Plan DRAFT</b>  PDSA (Plan, Do, Study, Act) handouts for each of the Summit Goal Teams will be submitted to the NCSD for our School Improvement Plan. The drafts for these PDSA’s are included in the SILT agenda packet. Each team chair/co-chair discussed his/her team’s PDSA.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Last month we completed a school systems check. We reviewed the work that was completed last time, and the systems check will be reviewed again in May to re-evaluate how we are doing.</li> </ul> <p><b>Improvement Goal Sheet (pg. 9)</b></p> <ul style="list-style-type: none"> <li>• Anne reviewed the ways Summit is acting in alignment with district goals.</li> <li>• We are using the Houghton Mifflin program ‘Journeys’ for Reading</li> <li>• NCSD-created rubrics (grades 3-5) and Summit-created rubrics are being used for all grade levels to align with the NCSD goal of all students being proficient on PAWS in literacy.</li> <li>• At Summit, teachers’ and classroom goals align with the school systems approach, and our school goals align with district’s goals.</li> <li>• This alignment is a compliance piece with the district.</li> </ul> <p><b>Literacy PDSA</b></p> <ul style="list-style-type: none"> <li>• This PDSA is Summit’s plan for K-3 to implement the district’s literacy goals.</li> <li>• Students who score below the 40th %ile on PAWS, and below certain benchmarks on other growth assessments and DIBELS, are monitored more closely to ensure they meet district goal 1.</li> <li>• Reading rubrics were created for students to practice</li> </ul>	Information / Action	Anne / Team		

	<p>for the district-wide assessments.</p> <ul style="list-style-type: none"> <li>We will implement writers workshops with fidelity and student-scored writing exercises where students evaluate other students' writing work.</li> <li>Lori Ordiway likes that the LIM language was incorporated into the PDSA. Kudos Wayne ☺!</li> <li>In the future, we will work towards incorporating Rigor, Relevance, and Relationships and Quadrant D lessons to include more relevant instruction and a higher-level of difficulty to prepare students what we believe to be 21st century learning. These exercises are more challenging than what students will see on PAWS and traditional growth assessments.</li> <li>This is forward-thinking, and Summit has to prepare for what the costs are for Professional Development and other training so that we can be aligned with our school goals.</li> </ul> <p><b>Effective &amp; Efficient PDSA</b></p> <ul style="list-style-type: none"> <li>Referencing the 'School Goal Results Measure' portion of the PDSA – what we are sharing at the meeting tonight is as systems approach (PDSA).</li> <li>We want to implement continuous improvement in the classroom with instruction where we have a Plan, Do, Study, and Act, and then assessing how well the plan worked.</li> <li>It's great that all of our goals are aligned amongst classrooms and the district.</li> <li>We brought in an expert in continuous improvement with the Shipley company who consulted teachers with on November 19.</li> <li>We are members of the Successful Practices Network. With this network, we have access to many resources including webinars and teaching materials.</li> <li>Ray McNulty is coming to speak at Summit on January 4th to help explain the direction we're headed in the future. Parents and visitors considering attending their students to Summit are all welcome.</li> </ul> <p><b>Leader in Me (LIM) PDSA</b></p> <ul style="list-style-type: none"> <li>Karen shared what our approach is for the future of the LIM program at summit.</li> <li>The "Do" portion of the PDSA shows all of the areas we are working in right now to achieve lighthouse status.</li> <li>Current levels of results – 94% attendance, 98% staff attendance, and 1,684 visitors in the 1st quarter. Excellent results!</li> </ul>				
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	<ul style="list-style-type: none"> <li>• John pointed out that students are very flexible and excited to have visitors in the building. They're not phased by the lack of walls ☺.</li> <li>• Karen shared Jan 19. Consultants with the Covey program are planning to host a parent night and student showcase, so please invite people you think would be interested in learning more about our school.</li> <li>• Parents are impressed that students can recite all 7 habits and what they mean.</li> <li>• Students, on their own, are really living the habits and using the language.</li> </ul>				
6:15 – 6:25	<p><b>Data Analysis Summary (p. 28-33)</b></p> <ul style="list-style-type: none"> <li>• We have no trend data at this point because we're a new school, but Anne and Julie have compiled student data for Quarter 1.</li> <li>• Our climate survey results are combined with Woods Learning Center, but the results are the highest in the district.</li> <li>• Anne discussed the actions we are taking in response to Quarter 1 data.</li> <li>• For district goals 1 &amp; 2 – We are, in a systematic way, practicing with students using reading rubrics to prepare them for PAWS.</li> <li>• The Spreadsheet on p. 30-33 shows that most students are improving based on responses from our Rubrics (short cycle predictive assessments).</li> <li>• Per the team's conversation, it would be helpful if we could get this data out to all parents so they are aware of student progress.</li> </ul> <p><b>Gallup Poll Results – Discussion</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Summit's School Improvement Plan is due Jan. 15. Our Jan. 6 meeting will be about determining our strengths. Green is strength, yellow is opportunity. Gallup's suggestions are also included.</li> </ul>	Action	Anne / Team		
6:25– 6:30	<p><b>Agenda Setting</b></p> <p>Other:</p> <ul style="list-style-type: none"> <li>* Still plan to meet Jan. 6 for gallup poll planning.</li> <li>* John can show examples of the SPN and LIM websites.</li> <li>* Discuss Ray and staff LIM training updates.</li> <li>* Include goal team updates.</li> </ul> <p>+ / Δ <b>Meeting</b></p> <p>±: Seeing data is helpful – really brings it all home. The transparency is great, it makes sense to everyone ☺ Began and ended on time!</p>	Action	Karen / Dee / Team		

6:25– 6:30	<b>Agenda Setting</b> Other: * Still plan to meet Jan. 6 for Gallup poll planning. * John can show examples of the SPN and LIM websites. * Discuss Ray and staff LIM training updates. * Include goal team updates. + / Δ <b>Meeting</b> +: <a href="#">Seeing data is helpful – really brings it all home.</a>	Action	Karen / Dee / Team		
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**Upcoming Dates:**

**November 11- School Improvement Plan (SIP) Help Session (Julie and Anne)**

**December 3 - First Draft of SIP due**

**December 9 - Peer Review of Summit SIP**

**December 21- FINAL SIP Plan due**

**January 7 - All SIP plans transmitted electronically to Wyoming Dept. of Ed and North Central Accreditation/AdvancED**

**Summit Elementary School GUIDING PRINCIPLES:**

1. Nurture and harness children’s natural curiosity and creativity to help them develop an understanding and appreciation of their unique gifts and talents – and put them to good use.
2. Create critical thinkers who know how to analyze and utilize information from multiple sources and create high quality products.
3. Engage everyone in healthy behaviors, ensure they possess effective communication skills, develop global awareness, and display compassion and caring for others.
4. Afford everyone ongoing opportunities to display leadership and engage in democratic governance.
5. Create flexible, natural and engaging indoor and outdoor learning environments that teach and promote play and emphasize environmental responsibility.

**Summit Elementary School NORMS:**

<b>L</b>	<p style="text-align: center;"><u>Loyalty</u></p> <p>Habit 4: Think win-win. Habit 5: Seek first to understand, then to be understood.</p>	<ul style="list-style-type: none"> <li>• We keep our commitments</li> <li>• Talk with one another, not about one another. Take the risk to speak up.</li> <li>• Trust and be trustworthy</li> </ul>
<b>E</b>	<p style="text-align: center;"><u>Excellence</u></p> <p>Habit 6: Synergize Habit 7: Sharpen the saw. Habit 8: Find your voice.</p>	<ul style="list-style-type: none"> <li>• Hear one another out before jumping to conclusions.</li> <li>• Revisit group decisions after process time.</li> </ul>
<b>A</b>	<p style="text-align: center;"><u>Achievement</u></p> <p>Habit 1: Be proactive. Habit 3: Put first things first.</p>	<ul style="list-style-type: none"> <li>• Start and end times for meetings are honored.</li> <li>• We care enough to (tactfully) confront and then seek solutions.</li> </ul>
<b>D</b>	<p style="text-align: center;"><u>Discipline</u></p> <p>Habit 2: Begin with the end in mind.</p>	<ul style="list-style-type: none"> <li>• We follow through on our system’s approach.</li> <li>• Focus our energy on our circle of influence.</li> </ul>

**District and School VALUES We believe in...**

Integrity

Mutual Trust

Fairness

*Considerate Meaningful Communication*

*Collaboration*

*Diversity*

*Responsible Risk-Taking*

*Joy*

*Transparency*

*Excellence*