

Summit Elementary School
Our mission is to prepare children to excel and lead in the 21st Century.
School Improvement Leadership Team (SILT) MINUTES
Thursday, January 5
Media Center
5:30-6:30 PM

PURPOSE: To work collaboratively to define, clarify and create understanding about Summit’s guiding principles, mission, professional practices and common procedures.	
DESIRED OUTCOMES OF MEETING: To engage in open, candid, collaborative conversation. To share and learn from one another. To establish common understandings. To team build. To celebrate and have some fun!	SCHOOL IMPROVEMENT GOALS: 1. By 2014, each and every child will perform at or above the Advanced Proficient level on the NWEA growth assessment and will be proficient as measured by PAWS in reading. 2. By 2014, each and every child will perform at or above the Proficient level in writing, as determined by PAWS. 3. By 2014, Summit Elementary School will provide a safe and healthy learning environment that emphasizes leadership. 4. By 2014, Summit Elementary School will be efficient and effective in its operations and procedures to ensure an optimal learning environment.

Time	Information / Action	Who
	A	Anne
5:30 – 5:45 p.m.	<p>Approval of Minutes Review of + / Δ from Last Meeting Notes:</p> <p>Goal Team Updates: 21st Century Goal Team (aligned to District Goals 1, 2) Notes:</p> <ul style="list-style-type: none"> • Last time we reported, the team was making a tech survey for staff to look at teacher needs to implement tech into classrooms, and to also assess the software needs for our new building. • The survey is up and ready, and it will be discussed at the next staff meeting. Team will use data from that to drive where we are headed. <ul style="list-style-type: none"> ○ We would like to focus on Quadrant D lessons for each grade level to use, and a tech element will be incorporated into each of those lessons. • Still rolling out a Step-up to writing proposal for each grade level to focus on, and the team meets next week to further discuss it. <ul style="list-style-type: none"> ○ We don’t know when the tech pieces will be put into place until we have survey results to assess PD needs. ○ Anne will give Chrissy the revised rich tasks and the team will look at incorporating these in May after testing is finished. • Chrissy will bring a recommendation to split the 21st century team to tech and writing. <p>Leader In Me Goal Team (aligned to District Goal 4) Notes:</p> <ul style="list-style-type: none"> • We are moving towards becoming a lighthouse school. <ul style="list-style-type: none"> ○ There are 13 categories in the Leader in Me Program to meet to become a lighthouse school, and the team has divided these categories amongst it to work on achieving all of these categories. 	<p style="text-align: center;">I</p> <p style="text-align: center;">Goal Team Chairs</p>

	<ul style="list-style-type: none"> • Leadership day is set for May 16, and students will lead this half-day event. <ul style="list-style-type: none"> ○ Kid Kouncil will work closely with our LIM team for this coordination and their committees. This is a chance for kids to share what they know and demonstrate it to adults within the community. Students will make presentations, sing songs, etc. ○ If the half day program works well, we will plan a full day event in the fall. If we find the day needs more planning, we will have the next event in the spring rather than the fall. ○ Parents, community members, district personell, neighboring districts, and Covey staff will all be invited. • There are now 12 Lighthouse schools in the world, so it is a great achievement to attain this status. <p>Effective and Efficient Goal Team (aligned to District Goal 5)</p> <p>Notes:</p> <ul style="list-style-type: none"> • The team decided to send out a survey for February, but it will be a review of our previous results and what we have done to follow up on the reported deltas. We will report on office, safety, food quality, and playground, and also have a Yes, No, or Suggestion responses. <ul style="list-style-type: none"> ○ Ashley will prepare a draft to discuss at the Jan. 17 meeting. • We are also working with our supervision staff in the Village Center to better lead transitions after the second lunch. More staff will be supervising, and we have assigned specific adults to supervise specific tables and areas during both lunches. Over the past 3 days, these changes have seemed to make an improvement. We will adjust further as needed. • On Tuesday, teachers were trained in the Literacy First Assessment – every child K-2 assessed in phonemic awareness by March 20. K-2 will be assessed in comprehension by May 20. In August 3-5 will be incorporated, and all students will be tested in all areas by September. NCSD implemented this program to identify gaps in students’ learning in Reading. <p>At Risk Goal Team (aligned to District Goals 1, 2, 3, 4)</p> <p>Notes:</p> <ul style="list-style-type: none"> • Today was our day-long at-risk meeting to discuss every student’s progress. • Today we used a progress form that was sent home to each parent so parents know their child was discussed. It was suggested at our last SILT meeting that we send home a notice to each parent whose child was discussed at the at-risk meeting. • Our next task is enrichment and what formalized enrichment will look like if personell are available to come into our building and work with our students. • We struggle with resources to help at-risk students. We only have 1½ hours a day currently to work with kids, and only 9 students are able to be worked with at that time. Many kids are at such a diverse level that we must work with them separately. <ul style="list-style-type: none"> ○ We are able to meet the needs of all kids when using our Library/Media Tech for math tutoring. • We are not a Title I school, so we will not be supplied with additional staff, but we are working to ensure all children’s needs are met. 		
5:45 – 6:23 p.m.	<p>Summit NWEA Winter Results / Discussion and Action Steps</p> <p>Notes:</p> <ul style="list-style-type: none"> • Changes to the NWEA scoring is as follows: <ul style="list-style-type: none"> ○ Students in Kindergarten should score at the 53%ile to be considered at grade level in Reading, and at the 55th%ile to be considered at grade level in Math. ○ In grades 1-5, students are considered at grade level for both Reading and Math if they score in the 40th%ile. ○ The 75th%ile is considered advanced proficient in grades K-5 for reading, math, and language. • Anne distributed results for how Summit compares at each grade level to all elementary schools in the district in Reading, Math, and Language on the Winter NWEA tests. 	A	Anne / All

	<ul style="list-style-type: none"> • The district re-normed the test for reading in Kindergarten, and they found the 53rd%ile more corresponded to the 40th%ile in 1st grade. <ul style="list-style-type: none"> ○ This all leads to being proficient at PAWS starting in 3rd grade. NWEA assesses skills rather than application, as PAWS tests. • Carol asks which middle school we feed into, and the answer is all of them. Most students last year went to Centennial and Dean Morgan, and 9 of the 10 who left last year are on the honor roll this year. • We did not have a 4th grade score last year in Language, so that is why our results do not show up on the report. • 3-5 PAWS data was shared, and the district goal is for NCSD to be in the top 10% of schools in the state. Summit achieved this last year in 3rd grade, and we met it in 5th grade in one category. We are considered an excelling school by the district in Reading, even though we are not labeled as excelling due to lack of trend and growth data. • Students in grades 3-5 are required to do reading rubrics. Last year we did 5 rubrics in 3rd grade and 7 in 4/5 grades. <ul style="list-style-type: none"> ○ Karen, Anne, and Wendy were given Summit’s data and determined students should focus on certain rubrics, and these focus areas match the suggestions given by the district assessment coordinator. ○ We have chosen 4 rubrics to focus on this year for all 3 grade levels. ○ Reading rubrics are preparatory activities for reading on the PAWS test. Students read and write, and are assessed on the content of their writing, not the technical writing skills. • We are scoring in the top 3 schools on almost every grade level. <ul style="list-style-type: none"> ○ Becky asks if there is data for scores above grade level across the district, rather than just at grade level, and this is only usually given in the spring and to the Principal. Anne will share this with the team when it is available. • Anne asks for feedback on all of our data sharing, and overall parents feel we are headed in the right direction and appreciate the detailed data. It is reassuring to know kids are headed in the right direction. 		
6:23 – 6:30 p.m.	<p>Summit Gallup (Staff and Student) Results / Discussion and Action Steps</p> <p>Notes:</p> <ul style="list-style-type: none"> • Our progress in the Gallup survey from last year was shared with the team. • An area of strength for Summit is Q9 (Committed to quality). We have sustained and grown in this area and met this goal. Another strength is Q7 (Opinions count) • An opportunity for us is Q1 (I know what’s expected of me). And many of these responses were from our 17 new staff members. Q10 (Best friend) was another opportunity for us, and our high number of new staff may have contributed to this. • We will focus on how to better clarify what is asked on the Gallup survey for next year. 	A	Anne / All
6:25 – 6:30 p.m.	<p>+/\Delta and Agenda Setting</p> <p>+:</p> <ul style="list-style-type: none"> • Good info • Summit is doing well! • Becky likes how we are doing lunch and transition ☺ • Kids are growing in areas in addition to academics <p>\Delta:</p> <ul style="list-style-type: none"> • Went over on time 	A	All
Roles	<p>Anne – Agenda</p> <p>Ashley – Minutes</p> <p>Lorie – Time Keeper</p> <p>Chrissy – +/\Delta</p>		

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:

District and School VALUES. We believe in...

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