

Summit Elementary School

Our mission is to prepare children to excel and lead in the 21st Century.

School Improvement Leadership Team (SILT) Minutes

Thursday, October 6

Media Center

5:30-6:32 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
5:30 – 5:31 p.m.	In attendance: Anne LaPlante, Ashley Haynes, Lorie Ordiway, Carol Emerson, Kim Harder, Richelle Golen, Rebecca Allsop, Karen Higginson, Chrissy Owen Approval of Minutes Review of +/- from Last Meeting Notes: <ul style="list-style-type: none"> • Carol motions to approve the minutes without amendments. Karen seconds – minutes are approved. 	Anne
5:31 – 5:32 p.m.	Assign Time Keeper and +/- Roles Notes: <ul style="list-style-type: none"> • Lorie volunteers to be the timekeeper. • Chrissy will lead +/-. 	Anne
5:32 – 5:50 p.m.	Goal Team Updates: 21st Century Goal Team (aligned to District Goals 1, 2) Notes: <ul style="list-style-type: none"> • Developing a school wide writing plan. The team is creating prompts and determining how to score them. • Also working on further defining the purpose of each area they are targeting in writing. • New PDSA updated for reading plan K-3 and 3-5. 3rd in both because of district madates. • Integrating tech and higher level thinking skills into plans for reading and writing. Leader In Me Goal Team (aligned to District Goal 4) Notes: <ul style="list-style-type: none"> • Our first LIM Parent Orientation night had about 20 parents attend last week. <ul style="list-style-type: none"> ○ We offered baby sitting this time and had a good response. • We are considering holding a 2nd night offering more info. • Staff is using LIM in lessons and posting ideas through email and on the LIM site. • Involving kids with Kid Council and sub-committees where students apply to be a part of them (grades 2-5). • Starting 2nd Quarter, we will have trading cards that kids can earn by using the 7 habits. <ul style="list-style-type: none"> ○ Criteria for earning them will be listed on the back of card. 	Goal Team Chairs

	<ul style="list-style-type: none"> Looking at tying Leadership Day to a Discovery Day, where Leadership Day takes place in the morning and then we incorporate visitors into staff Discovery Day discussions in the afternoon. Expedition teams can be linked to lighthouse stats in summit's Uniqueness. Lorie asks if there's a way to incorporate LIM and "kinder buddies" as some other schools do. We are doing this in expedition teams ☺ <p>Effective and Efficient Goal Team (aligned to District Goal 5)</p> <p>Notes:</p> <ul style="list-style-type: none"> The E&E team is made up of our departments outside of the classroom – Custodial, Kitchen, Office, and Supervision We have created mission statements and goals, and these are displayed around the school. Met this morning to develop survey measurement tools for students, parents, and staff to rate how departments are performing in achieving missions and goals. <ul style="list-style-type: none"> Will be distributed to students on Tuesday, Oct. 11; staff and parents will receive it on Oct. 13. Results will be discussed at the Nov. 3 meeting and feedback shared in mid-November. <p>At Risk Goal Team (aligned to District Goals 1, 2, 3, 4)</p> <p>Notes:</p> <ul style="list-style-type: none"> This year we are adjusting our at-risk process to so that the team meets each quarter. Last year we met weekly, so we feel the new process will be more efficient and effective. Anne will meet with each grade level over the next 2 weeks to discuss data and identify students who may be at-risk. We are attempting to bring the tier process into play each quarter as a systematic process. <ul style="list-style-type: none"> We can adjust meeting frequency if circumstances permit. We will begin progress monitoring for students who are in the tier process. This is evaluated every 2 weeks for 8 weeks in tier 2, and every week for tier 3. We just finished NWEA testing last week, and some new students show signs that they could need a tier 2 intervention. <ul style="list-style-type: none"> Our tier 2 intervention is tutoring. One adult in the building will be responsible for entering data into school wide database Infinite Campus. Some students in K-1 score above grade level on NWEA, yet classroom performance is not indicative of test scores. <ul style="list-style-type: none"> As of this morning, we can use 3 sources of data to demonstrate over time that the student isn't progressing, the student will be able to use the at-risk process even if NWEA results are not indicative of an at-risk need. Dee Britt, At-Risk chair, is taking 20 minutes at our next staff meeting to clarify this process with staff. Ashley will email each goal team PDSA and school improvement plan to the SILT members. 		
5:50 – 6:28 p.m.	<p>AdvancED Questions for Parents (Discussion)</p> <p>Notes:</p> <ul style="list-style-type: none"> At our last meeting, we discussed school wide data and per the team's request, Anne included a one page report to all parents with results in the <i>Bison Brief</i>. Our School Accreditation visit is Wednesday, Oct. 26, and Anne distributed the tentative agenda to the team. <ul style="list-style-type: none"> QAR stands for Quality Assurance Review, and we call it AdvancED. One visitor for the Accreditation Team is from inside the state (but out of our district), and the other is from out of state. They will take a critical view of how we're doing meeting the 7 AdvancED Standards. Anne will be working with our evaluating team to make the schedule a better fit to what they are wanting to see. We would appreciate everyone's involvement on the SILT for the accreditation interview. 	A	All

	<ul style="list-style-type: none"> ○ They are visiting to see if what we submitted in our report is actually what we do on a daily basis. <p>Anne distributed the standards and rubrics for scoring the accreditation evaluation. She briefly went over the 7 standards and how they will be scored.</p> <ul style="list-style-type: none"> ○ Our school will be looked at very closely for standards 1, 3 4, and 7. ○ We still provided documentation for how we align with all standards, even though we are only evaluated on four. ○ Each goal team is reflected well in the standards. ○ This visit is about opportunities for improvement, more so than about criticism for us. <p>We reviewed the results from our mock-accreditation day last May.</p> <ul style="list-style-type: none"> • Chrissy clarifies that plus/deltas were a key strength of standard 2, yet classroom plus/deltas are not actually visually displayed until the end of the day. Her concern is that the team may not “see” it unless they visit the classrooms at the end of the day. <ul style="list-style-type: none"> ○ Anne responds that the language teachers use throughout the day is key to the team “seeing” plus/deltas when the actual documents are not on display. <p>The interview questions for parents and school community stakeholders were distributed to the team.</p> <ul style="list-style-type: none"> • We discussed all of the questions as a team. <ul style="list-style-type: none"> ○ When the actual interview takes place, no one will be singled out to answer questions. It is a group interview, so everyone’s responses will feed off of one another. <ol style="list-style-type: none"> 1. Vision and Purpose: School mission is aligned with classroom missions. 2. Current Profile: Strong academically and education supporting the whole child. 3. Governance and Leadership: Parents can participate in LAMP, SILT, Discovery Day, WatchDOGS 4. Teaching and Learning: Rigor and relevance in classroom instruction, whole child’s strengths celebrated. 5. Documenting and Using Results: Data is displayed in the building and through newsletters. Elementary schools are not yet involved in weekly data tracking (as in secondary instruction) but the district is moving towards it. <ul style="list-style-type: none"> ○ Some teachers choose not to send home certain tests until the scheduled parent teacher conference, but many parents would like more results on a weekly basis. Anne will discuss this with the staff to make adjustments. 6. Resources and Support Systems: We may not have control over the number of staff we can hire, but we can control the quality of the people on our staff. 7. Stakeholder communications and relationships: Communication through newsletters, emails, phone calls, website, facebook, individual meetings, 2 way communication through Thursday folders. PDSA cycles and progress monitoring, data notebooks and data postings help us know kids are receiving a quality education. 		
6:28 – 6:29 p.m.	<p>Questions and Other</p> <ul style="list-style-type: none"> • Anne motions to cancel the November SILT meeting due to the accreditation visit. • The team agrees – Nov. SILT Meeting Cancelled 	A	All
6:29 – 6:32 p.m.	<p>+/\Delta and Agenda Setting</p> <p>+:</p> <ul style="list-style-type: none"> • It was a good reminder to go over all interview questions. • Nice having hard copies of all handouts. • Felt we had a better understanding of goal teams’ progress. • Parents spoke up about needing more feedback on classroom instruction and individual student progress. • Candid and open discussion. <p>\Delta:</p> <ul style="list-style-type: none"> • Not everyone arrived on time. • We didn’t end on time. 	A	All

Roles	Anne: Agenda Ashley: Minutes Lorie: Time Keeper Chrissy: +/-		
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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:

L	<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"> • We keep our commitments • Talk with one another, not about one another. Take the risk to speak up. • Trust and be trustworthy
E	<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"> • Hear one another out before jumping to conclusions. • Revisit group decisions after process time.
A	<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"> • Start and end times for meetings are honored. • We care enough to (tactfully) confront and then seek solutions.
D	<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"> • We follow through on our system’s approach. • Focus our energy on our circle of influence.

District and School VALUES. We believe in...

- Integrity*
- Mutual Trust*
- Fairness*
- Considerate Meaningful Communication*
- Collaboration*
- Diversity*
- Responsible Risk-Taking*
- Joy*
- Transparency*
- Excellence*