

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 1
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	In attendance: Dr. Anne LaPlante, Ashley Haynes, DeLaine Britt, Kim Harder, Lorie Ordiway, Karen Higginson, Chrissy Owen, Karlynn Sievers	Information / Action	Who
5:30 – 5:35 p.m.	Approval of Minutes Notes: Lorie moves to approve, Dee seconds, minutes approved as read. Review of + / Δ from Last Meeting Notes: We will start and end on time, as this was a delta at our last meeting.	A	Anne
5:35 – 6:05 p.m.	Goal Team Updates: 21st Century Goal Team (aligned to District Goals 1, 2) Notes: <ul style="list-style-type: none"> • Focusing on integrating technology into instruction, and also creating a survey to identify staff needs of PD, Tech needs of students, and training. <ul style="list-style-type: none"> ○ Should have survey out by Jan. • Strategy cards have been developed and are in an electronic folder to be downloaded to all teachers Promethean. <ul style="list-style-type: none"> ○ Dave Golen will come at a staff meeting to assist staff in downloading this folder to the same place on everyone’s computer to prevent glitches in syncing. • Looking at forming an additional committee to cover all areas the team handles – Reading, writing, technology, quadrant D, etc. <ul style="list-style-type: none"> ○ May wait until next year to split up the committee, as we will have more staff at that time. • Anne asks if Tech has an estimate of the cost of needed/wanted technology. <ul style="list-style-type: none"> ○ This will be better addressed once the survey is distributed to staff. • The team feels they are closer to a decision in writing than they originally thought. This is a plus! • Anne shares that per the Superintendent’s news this week, there will be no Writing assessment on PAWS in 2012. • The team is looking at proposing a rollout plan for what writing “looks like” as foundation for all students. This may be adjusted since PAWS will not assess Writing. 	I I	Goal Team Chairs Chrissy

	<ul style="list-style-type: none"> • K-3 teachers will be trained in literacy first, and 3-5 will be trained in Step-Up in Jan. and Feb. • NCS D will have a district-wide writing assessment when PAWS stops assessing writing. <ul style="list-style-type: none"> ○ We don't know yet what this will look like, but hopefully we will soon. <p>Leader In Me Goal Team (aligned to District Goal 4)</p> <p>Notes:</p> <ul style="list-style-type: none"> • We Rolled out leadership trading cards school wide in November. Students can earn these for displaying leadership qualities of the 7 Habits. <ul style="list-style-type: none"> ○ This will be a positive motivator for all students. ○ Chrissy suggests all teachers use a “ready-made” note to send home to parents so that parents know which card their child earned. She will email this to Karen to discuss at the team meeting next week. • Biggest focus at this time is organizing a Leadership Day to move Summit towards Lighthouse status. <ul style="list-style-type: none"> ○ Looking at doing a half Leadership Day in the morning paired with Discovery Day in the afternoon so that visitors could ask questions of staff in the second part of the day. ○ Anne suggests we hold this May, and if we don't feel we can do it well at that time, hold it in September or October. <p>Effective and Efficient Goal Team (aligned to District Goal 5)</p> <p>Notes:</p> <ul style="list-style-type: none"> • We had excellent survey results and the team met to address all plusses and deltas. • We will meet next week to address what will be surveyed (if anything) in Feb., and the progress on addressing the deltas. One delta of students going through the lunch line was that they felt adults were “forcing” them to take certain foods from the red nutrition cart. It is district policy that students take at least two items, and we worked with servers to help them be more “gentle” when offering items to students. • 150-200 kids have to eat hot lunch every day to warrant us getting another red nutrition cart. Currently, we do not have quite enough students eating hot lunch to get another cart, but we think we will next year. <p>At Risk Goal Team (aligned to District Goals 1, 2, 3, 4)</p> <p>Notes:</p> <ul style="list-style-type: none"> • Working with staff in clarifying procedures and protocols in moving from Tier 3 to Tier 4. • Dee explains that our core program is considered Tier 1. Some kids need additional intervention to be successful (10-15%). They are moved to Tier 2 – usually some assistance is given by the classroom teacher. If that doesn't show a positive impact in 8 weeks, the student moves to Tier 3. This constitutes a very small group with close instruction. If that intervention still has not improved the student's results after 8 weeks, the student may move to Tier 4. <ul style="list-style-type: none"> ○ Our At-Risk Systems and tracking have just changed from paper to electronic, and we are still figuring out this process. • This year we have quarterly At-Risk meetings with classroom teachers, the School Psych, the School Nurse, and the At-Risk team to assess students who are struggling – either academically or behaviorally. Our future meetings are scheduled in January, March, and May. This schedule coincides with the 8 week tier programs. • Karlynn asks if parents are informed if their students are discussed at an At-Risk meeting. We currently don't have a letter or notification system for parents, but we will look into it. <ul style="list-style-type: none"> ○ Usually, parents are only notified if there is a concern with their student. ○ Both Lorie and Karlynn said they would like some communication about this, even just as a reminder that their child is doing well. The team will address this at the meeting next week. • Anne shares that Fred McGuire is willing to fund a 3 hour/week Enrichment position at Summit. The team will determine what we want this person to focus on, what ideas we have, etc. <ul style="list-style-type: none"> ○ Dee asks if there are guidelines around this, and we do not think there are. 	<p>I</p> <p>I</p> <p>I</p>	<p>Karen</p> <p>Ashley</p> <p>Dee</p>
6:05 – 6:29 p.m.	Summit Systems Check – Update Check	A	All

	<p>Work in teams to complete Systems Check</p> <p>Notes:</p> <p>Anne shared the systems check from last year, and we evaluated and adjusted our progress this year.</p> <ul style="list-style-type: none"> Goals and mission – Progressing to Advanced Monitor progress and reports to stakeholders – Not yet to Proficient Quality improvement – Progressing to Advanced Alignment of goals to District – Progressing to Advanced Staff and stakeholders develop action plans to accomplish goals – Keep at proficient Priorities based on district goals, state standards, and community priorities – Progressing to Advanced Positive relationship with stakeholders and community – Proficient to Advanced School monitors stakeholder satisfaction – Progressing to Advanced School collects and uses data to improve performance and guide decisions – Not yet to Advanced Collects data to compare school performance to similar/benchmark schools – Progressing to proficient Recognizes and rewards staff and students towards accomplishing school goals – Keep at proficient Team environment promotes personal growth and high performance – Proficient to Advanced Trains and educates faculty and staff – Proficient + Monitors levels of faculty and staff well being and satisfaction - Proficient Uses PDSA to improve programs, offerings, and student services – What are these? Uses PDSA to improve support processes – Progressing to proficient Results are improving compared to past performance results – Not yet to progressing Performance is improving compared to similar schools – Not yet to progressing 		
6:25 – 6:30 p.m.	<p>+/\Delta and Agenda Setting</p> <p>+:</p> <ul style="list-style-type: none"> Start and ended on time Growth on systems check Covered much goal team Addressing needs <p>\Delta:</p> <ul style="list-style-type: none"> Small group – missing folks 	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	<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 	<ul style="list-style-type: none"> • <i>Integrity</i> • <i>Mutual Trust</i> • <i>Fairness</i> • <i>Considerate Meaningful Communication</i>
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. 	<ul style="list-style-type: none"> • <i>Collaboration</i> • <i>Diversity</i> • <i>Responsible Risk-Taking</i> • <i>Joy</i>
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. 	<ul style="list-style-type: none"> • <i>Transparency</i> • <i>Excellence</i>
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. 	