

Mission: Striving for Excellence in everything!

Vision: Our organization will constantly improve in Every facet and continuously seek EXCELLENCE every day.

Early Out Agenda

Wednesday, February 10, 2016

Elementary Tech Lab

➤ PBS

- Big 5 Report
- Share Big 5 with students
- Teacher Recognition: Treasure Box, You Rock (Van Ingen) & Bright Ideas (Shoop)
- We all need pick me ups encourage one another just like students
- Power of Positive (Van Ingen)

➤ PLC

- Survey
- MID Year Reflection Survey-Team take then rest of staff for pennies
 - Overall 91% of staff feel that our instructional team is effective
 - Comments: Greatest confusion over our team norms and protocols are working on getting them in place
- Success Indicators:
 - Routine use of student data notebooks – **Done in the classroom and student led for spring conferences with parents**
 - Curriculum Maps in all core subjects – **Done do not have to do 2nd semester**
 - District building/goal wall- **Updated as goals are met and set**
 - Student Bragg wall used and updated quarterly - **Done**
 - Peer Observations recognized monthly/quarterly - **Done**
 - After school tutoring – **Started**
 - SLO written in ELA and Math – **Be checking it periodically to see where you stand.**
 - Use of Evaluate/Acuity to drive instruction- **Are we looking ahead at the test?**
 - **Acuity Proficiency is 70%**
 - Data sheet sent home to parents each quarter-**Will be shared at spring conferences**
 - Building curriculum MAP in ELA and Math in tech lab – **Done; plan to use it regularly.**
 - 15-16 Improvement Plan goals visible in rooms and discussed frequently – **DONE (Do we reference it often with students?)**
- Share Best Practices: Huwe (quiz.com and google classroom)and Hoerrmann (google sheets-smart goal form)
- CW- Next round due 3/18/16
- Building Curriculum Map: Blue Ribbon Targets met in classrooms
- Star

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- 18 Kindergartners took Star in library on 2/1/16 will do again the end of the month.
- 3rd Quarter Star Goal (.9), **lunch in park celebration 3/24/16**
- Eval/Acuity Incentive
 - Pizza Party in March
 - Next Test dates: (4th and 1st) 22nd, (2nd) 23rd, (3rd and 1st) 24th
- Den time new list if your grade level made changes will start Monday 2/15/16
- Nee Summative- will start on February 29, 2016 please sign up to meet with me
- Mark your calendar- Spring Parent Teacher Conferences 3/10/16
- PLC Conference Notes:
 - Learning targets on the building curriculum map will be a goal on next years Improvement Plan (ex. 23/100 for second Q)
 - Action Plan- on smart goals please fill out the bottom of strengths and weaknesses to represent your grade levels plan of attack toward meeting goal.
 - Share our grade level smart goals with students!!!
 - Data Notebooks-Students share with parents during conferences (I will be videoing in the near future us using the data notebooks)
- **PLC: Exemplary Status**
 - Meeting with Sheila on the 18th of this month
 - **Rob Gordon (State PLC Site review April 12th!!)**
 - To give tips and find areas we might be deficient so we can make changes in the fall for official review
- QCC

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**Milan Elementary
Team Meeting Record Sheet**



Group Members Present: classroom teachers		
Norms: Located on meeting area wall		Location: Classrooms
Date: Tues., 2/23/16	Grade Level Content: Reading/Math	
Topic:	Discussion Points	Decisions
1. Review Math smart goal. What instructional strategies are you using to move students who have not met current math smart goal?	How close are you to meeting current math smart goal? Review scoring guide used and its effectiveness.	
2. Review ELA smart goal. How close are you to reaching current goal? What instructional strategies are you using to move students who have not met current ELA smart goal?	How many students do you need to move to meet current ELA goal? Review scoring guide used and its effectiveness.	
3. Review your Star scores determine which students have met the Knock Your Socks of Status. How many students have met the (.9) in your grade level? How many students are close to the goal in your grade level?	What instructional strategy do are you going to use to move those students that are close to the goal?	
4. Review grade level smart goals and make sure strengths and weaknesses are documented.		
5. Review grade level Team meeting		

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record sheet to ensure Corollary questions were discussed during meetings.		
Check the Corollary Questions that were discussed during the meeting:		
<input type="checkbox"/>	What do we expect students to learn?	
<input type="checkbox"/>	How will we know when students have learned?	
<input type="checkbox"/>	How will we respond when students experience difficulty learning?	
<input type="checkbox"/>	How will we respond when students already know the key concepts, skills and content?	
<input type="checkbox"/>	Based on collaborative analysis of the results of our efforts, what can we do to improve student learning?	

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PLC Meeting Agenda

February 17, 2016

- PLC
- NORMS
 - Old vs. New
 - Where do we want them?
- Den time
 - Do we like how it is organized?
 - Do we need to rethink tier one in first semester vs. second semester
- Star
 - Expectations for Tier 2 and 3
 - Improve by one grade level in 1st semester
 - Improve by 6 months in 2nd semester
- Knock your socks off wall
 - What are the requirements?
 - Where will it be and what will it look like?
- Data Notebook video date: Monday, Feb. 29, 2016 (8:10-8:40)
- **PLC: Exemplary Status (Will be gone over in depth at PLC meeting this Wed.)**
 - Review Track B Recognition Guidelines
 - Review Implementation Rubric
 - Review Interview Questions
 - Answer to give to staff
 - Will work on uploading documents and pictures to Google drive as a team.
 - Taking pictures
 - Locating documents needed as evidence to upload on drive
 - Filling in all smart goals in elementary binder
 - Filling in all team meeting record sheets in elementary binder
 - Binder organization with minutes?
 - Site Review Sample Schedule
 - Meeting with Sheila on the 18th of this month (Thursday)
 - **Rob Gordon (State PLC Site review April 12th!!)**
- Next PLC Meeting
 - **March 16, 2016 (8-12)** in preparation for April site review
 - Do absence report for this date
- QCC

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PLC Agenda

Feb. 15, 2016

➤ PLC

➤ Survey

- Results: 33% of staff surveyed say they do not have norms.
- What norms do we want and I will put them at the top of our Team meeting record sheet

○ Success Indicators:

- Routine use of student data notebooks – **Done in the classroom and student led for spring conferences with parents**
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➤ Knock your socks of wall

- What are expectations to get on wall?

➤ Email PBS/PLC minutes to all staff?

➤ Vertical Team Meeting on March 2

- Blue ribbon learning targets met in classroom
- Learning targets met as of today _____

➤ CW- Next round due 3/18/16

➤ Kindergarten Star testing again week of Feb. 29th or week of March 7th

➤ Eval/Acuity Incentive

- Pizza Party in March
- Next Test dates: (4th and 1st) 22nd, (2nd) 23rd, (3rd and 1st) 24th

➤ Data Notebook date to video prior to conferences and for PLC review??

➤ **PLC: Exemplary Status (Will be gone over in depth at PLC meeting this Wed.**

- Site Review Sample Schedule
- Review Interview Questions
- Will work on uploading documents and pictures to google drive on Wed.
- Meeting with Sheila on the 18th of this month
- **Rob Gordon (State PLC Site review April 12th!!)**

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➤ QCC

Care Team Schedule Monday, November 23, 2015

Discussion Topics:

- Student progress for SpEd referrals (Set goals for academics & behavior)
- Students in danger of retention (Set goals for academics & behavior)
- Progress check on students receiving small group social skills.
- Counseling/CARE Team referral forms will be given to Mrs. Tipton to determine appropriate course of action (Counseling services, CAT Chat, or CARE Team)
- **** We will not have title groups in December due to testing and activities.

Grade Level & Time	Student	Time	Necessary People
4th * 9:10-10:05	1. [REDACTED] (New)	10 min.	Mrs. Sibbit (Notetaker) Mrs. Walker (Timekeeper) Mrs. Ayers (Facilitator) Mrs. Pauley Mrs. Tipton Classroom Teachers
[REDACTED] EVAL ELA 25%	2. [REDACTED] (add?)		
Notes: [REDACTED] - 7 on last math mid-test EVAL Math - 30% 5/6/1 Oct. Nov. STAR 1.7 - 11/12/15 Goal 2.0 Rdg Tutoring Tu./Thurs. wk on digraphs, 50% complete sentences			met goal <i>New DIBELS Next 1st gr. PM book</i>
	[REDACTED] STAR 2.2 → 2.3 for Nov. Goal = 2.5 EVAL ELA = 18%, Math 30% DORF is 49 wds, Goal = 65		

Grade Level & Time	Student	Time	Necessary People
3rd * 10:10-11:05	1. [REDACTED] (Review)	5-7 min	Mrs. Sibbit (Notetaker) Mrs. Walker (Timekeeper) Mrs. Ayers (Facilitator) Mrs. Pauley Mrs. Tipton Classroom Teachers
10:10 - 10:40	2. [REDACTED] (Review)	5-7 min	
		5-7 min.	
Notes: [REDACTED] parents split up Math EVAL 7, 19, 11% DORF 70, 53 - 3rd 46, 51 - 1st STAR 1.5 (1.3) Goal = 2.0 Com Arts C to D Math to 70% S.S. A Science A *just focus on 3rd gr. passage w/ goal @ 60 differentiate on Com Arts test w/ 3 choices Pauley's Praise			
	[REDACTED] Math EVAL 33, 19, 15% DORF ELA EVAL STAR 1.3 → 1.1 Goal = 2.0 DORF 22-3rd = Goal = 37 2.9, 2.8 - 1st 42 - 2nd		

- mult. choice spelling wds - basic 14 wds

Miss 20 days - retain!!

Grade Level & Time	Student	Time	Necessary People
Kdg. 1:25-2:20	1. [REDACTED] (Review)	8-10 min.	Mrs. Sibbit (Notetaker) Mrs. Walker (Timekeeper) Mrs. Ayers (Facilitator) Mrs. Pauley Mrs. Tipton Mrs. Harvey Classroom Teachers
	2. [REDACTED] (Review)	8-10 min.	
[REDACTED]	3. [REDACTED] (Review)	8-10 min.	
Kdg tutoring fall in math - 10/8 w/	4. [REDACTED] (New)	8-10 min.	
Notes: Lisa			
<p>[REDACTED] CA 30%, no LNF } no processing skills Math 30% } can only write 7 letters 3/5 sounds can't understand what he says, does not sound out</p>			
<p>[REDACTED] not staying at tutoring H sds no retaining of LNF, counts to 12 consistently knows 1-5, doesn't know value Pauley make Parent Contact about possible retention</p>			
<p>[REDACTED] CA B } LNF - ok Math D } needs rest - go to bed earlier Ok when well-rested</p>			
<p>[REDACTED] many absences, DFS & parent contact inhaled, breathing / sickness</p>			
<p>[REDACTED] CA F Math F</p>			

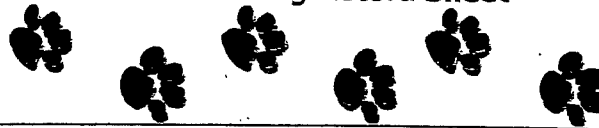
Number wds
 c/wr wds
 st wds

Milan Elementary
Team Meeting Record Sheet

2.9.16

1st

12:25-1:20



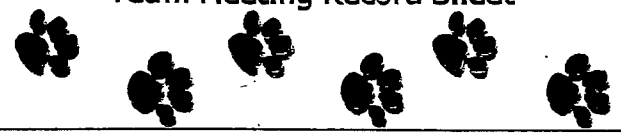
Group Members Present: Classroom teachers, Title teachers, Mrs. Pauley		
Norms:		
Date: 2/9/16	Grade Level Content: K-4 Reading & Math groups	
Topic:	Discussion Points	Decisions
1. CARE Team follow-up, specific to your grade level	██████ → voted to retain w/ parent input	
2. analyze student data to move students	██████ → Sawyer shared ACCESS responses mixes English w/ Spanish	
3. tutoring groups	██████ back this week leaves again action w/ DFS will be taken	
4. Math groups/small groups teaching certain skills	rdg. groups → switch out ██████ for ██████ as of Monday	(from No He's group)
5. Specials groups and skills. Rotating low T1 to go w/ Specials? How are they going?	██████ go to Lynn's enrichment group.	
6. EVAL/Acuity Progress	██████ math referred to CARE team	
7. 3 rd Qtr. STAR goal-9 March 4 th -End of 3 rd Qtr.	██████ and tutoring - not staying mom having another baby new kids in den time rotation → (Notte) ██████	
8. Reading Week info	Acuity testing <u>only</u> in a.m. & better in classroom than tech. lab, still on Mon w/ 4 th gr.	

LSP
Guidelines
Re given after
1 full academic year

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<input checked="" type="checkbox"/>	How will we respond when students already know the key concepts, skills and content?
<input checked="" type="checkbox"/>	Based on collaborative analysis of the results of our efforts, what can we do to improve student learning?

2.9.16

Milan Elementary
Team Meeting Record Sheet



3rd
10:10-11:05

Group Members Present: Classroom teachers, Title teachers, Mrs. Pauley
Norms:

Date: 2/9/16 Grade Level Content: K-4 Reading & Math groups

Topic: Discussion Points Decisions

1. CARE Team follow-up, specific to your grade level	[redacted]	
2. analyze student data to move students	[redacted] -oss no field trips A on math test when he had been failing	
3. tutoring groups	[redacted] doing well rdg group doing very well	
4. Math groups/small groups teaching certain skills	[redacted] in tutoring? low comparts call parent to not stay anymore - drop	[redacted] needs to stay - parent to call does not study for tests - Lewis struggles so much with her
5. Specials groups and skills. Rotating low T1 to go w/ Specials? How are they going?	CA 8 test - Mond/Tues. math facts - reward w/ extra recess	
6. EVAL/Acuity Progress	[redacted] - reward for higher score have icecream party	EVAL wheel - look @ red - fractions & measurement yellow - green -
7. 3 rd Qtr. STAR goal - 9 March 4 th - End of 3 rd Qtr.	take a look, give suggestions to	PLC committee
8. Reading Week info	Stephens on committee -> Mr. Mrs. Sness candidates	calendar to teachers for Wed.

Check the Corollary Questions that were discussed during the meeting:

<input checked="" type="checkbox"/>	What do we expect students to learn?
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<input checked="" type="checkbox"/>	Based on collaborative analysis of the results of our efforts, what can we do to improve student learning?

Milan Elementary
Team Meeting Record Sheet

2.9.16

4th gr.

9:10-10:05



Group Members Present: Classroom teachers, Title teachers, Mrs. Pauley
Norms:

Date: 2/9/16 Grade Level Content: K-4 Reading & Math groups

Topic: Discussion Points Decisions

1. CARE Team follow-up, specific to your grade level	<p>██████████ - retain? deficiency in math > parent anxiety</p> <p>██████████ - considering retention, haven't been able to contact parents</p> <p>██████████ - dropped, back to K city</p>	<p>get with counselor as a mainstay for next year (managing anxiety & personal)</p> <p>been able to contact parents absences</p>
2. analyze student data to move students	<p>Use GIST format for summarizing</p>	
3. tutoring groups		
4. Math groups/small groups teaching certain skills	<p>→</p>	<p>prime #'s next CH, fractions equivalent/comparing</p>
5. Specials groups and skills. Rotating low T1 to go w/ Specials? How are they going?	<p>██████████ to check star scores to suggest new T1 st. to go to den time</p>	
6. EVAL/Acuity Progress		
7. 3 rd Qtr. STAR goal-.9 March 4 th -End of 3 rd Qtr.	<p>do rewards need to be in place for students to maintain?</p>	<p>PLC asking for ideas</p>
8. Reading Week info		

show non-fiction texts to SW
readingworks.org
show H trophies cards A+B to SW

Check the Corollary Questions that were discussed during the meeting:

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