**Leadership Team Meeting Agenda**

Date: January 21st, 2019 at 7:30-9:00 AM

**Spradling’s Mission**

EVERY CHILD, EVERY DAY, WHATEVER IT TAKES TO ACHIEVE A BETTER FUTURE!

**Spradling’s Vision**

We envision a school in which staff and students:

* Celebrate adversity not as an obstacle but an opportunity to grow.
* Learn at high levels
* Focus on the well-being of the whole person: academically, socially, and emotionally
* Participate in collaborative teams
* Work independently and cooperatively to achieve SMART goals

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| **Team Members Present** | **Norms** |
| Robyn Dawson  Kathy Glidewell  Laura Rippy  MacKenzie Young  Jessica Hall  Sheila Jones  Jeanette Colwell  Melissa Maul  Courtney Burdick  Amy Mulhern  Darla Sampley  Josh Bogdon  Kristen Riggs  **Guest:** Diane Kerr | * Start on time, end on time * Be prepared * Hold each other accountable * No hogs, no logs * Stay on topic (squirrel) |

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| **Roles** |
| Facilitators: Sampley/Glidewell Recorder: Burdick/Riggs  Timekeeper: Mulhern Data Analyst: Bogdon |

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| **Discussion Items** | |
| * [Rubric Clarity](https://docs.google.com/document/d/11LoiwJNgYOkcx5LofRDGYsiph3B4cCi684m8oeS4lec/edit); When do we use which rubrics?- Darla * Informational Writing Kits- Darla * Discuss Chapter 5 * [Update on Progress Check](https://docs.google.com/document/d/1em24qdvYzg3HWkKUY2tWLVgBkr6WZsVj0O5S-JF2-S0/edit)- Where are we on the 1st three priorities and what are our next two-three priorities? * Note- when can we discuss Academic Behaviors again?-Kathy * Vocabulary concern: The word ”mastery”- is this a synonym for proficient or advanced?-KG (Diane Question) * More information about extensions: page 28 and 29 in *Taking Action* -KG * Writing in STARS for 4th Quarter and reported on Final Standards Based Report Card- [Bogdon](https://docs.google.com/document/d/1GRGx1ngccC5LlQruVMbgUpJ3Huv7izt3ZfVzkGRUfUQ/edit) * Science will be added from the beginning of the year next year. This will require those essential standards to be selected, unpacked and units created. -Bogdon | |

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| **Summary of Meeting** |
| **RUBRIC**   * Clarity around the [rubric](https://docs.google.com/document/d/11LoiwJNgYOkcx5LofRDGYsiph3B4cCi684m8oeS4lec/edit) that was created by the Standards Based Grading Committee was obtained regarding how it is to be used.   + It was clarified that the rubric is a guideline for what each letter grade indicates based off of our STARS system for each subject area.   **INFORMATIONAL WRITING KITS**   * Sampley shared “Informational Action” writing kits that are in the book room.   + This should help teachers integrate informational skills (Science) with reading and writing.   **PROGRESS CHECK (Priorities 1-3)**   * Guiding Coalition has a plan of action for the top three priorities based off of our completed [continuum](https://drive.google.com/file/d/0B-fJHtxsW7HXVXJ4UEZ6d1puWXUzMFBya3hQdFFRVnNTaTRB/view). * “Taking Action” pages 28 & 29 provides some clarity on extension and gives examples * **Diane’s Wisdom**   + Go deeper or further into the standard or more make the target complex   + Never repeat the same thing if the student is proficient, extend it   **Update on our top three** [**priorities**](https://docs.google.com/document/d/1bVoLuOFqLMKM8J1qSOTW5oKHS4W7f3F29e6no_vRyKg/edit)**:**   |  |  | | --- | --- | | **Priority 01** | * Teams have begun to include extensions into their unit plans. * All teams as well as the Guiding Coalition have gained more clarity regarding extension.   + Examples have also been provided through the use of “Taking Action” | | **Priority 02** | * Teams are completing the ‘Data Analysis Protocols’ for each unit per CSA.   + These pdfs are also being uploaded into a folder on the ‘Data’ drive. | | **Priority 03** | * Teams are completing the ‘Data Analysis Protocol’ for each unit per CSA. * Teams are documenting and/or creating rubrics, keys, notes, and/or student reflections for units the assessments. |  * The Guiding Coalition added two more priorities to work towards the sustaining status on our continuum.   + [A Plan to be Sustaining](https://docs.google.com/document/d/1em24qdvYzg3HWkKUY2tWLVgBkr6WZsVj0O5S-JF2-S0/edit)   **NEW SUBJECTS IN STARS**   * The Standards Based Committee met last week to discuss adding more subjects for our report cards.   + In order to add these subjects you must complete the entire PLC Process (determine essentials, unpack them, create assessments, unit plans, etc.) * Writing and Language will likely be piloted in and tracked in our STARS system for the **Fourth Nine Weeks**, but it will not be reported.   + Each team will determine essentials for Writing and Language standards and record it in this sheet by February 7th, 2020.   + Then Guiding Coalition will meet to vertically align and determine what is essential for each grade level.     - This will determine how and when we will be recording this data for STARS and Standards Based Reporting. * Science will be added in the following school year 2020-2021.   **SIMILAR REPORTING**   * The Standards Based Grading Committee also came to the realization that some teams are not reporting the same grades.   + This means that we are forcing our students to gamble in the educational lottery.   + Each team should be REPORTING similar grades based off of agreed upon assignments, assessments, etc.   + Teams can RECORD anything individually, but the reporting must be the same. |

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| **What follow-up is needed based on the information shared at this meeting?** | |
| **Action Steps:**   1. Create a new Essential Standards Plan for vertical alignment on Writing and Language. 2. Determine grade-level essential standards for Writing and Language. | **Person(s) Responsible:**   1. Bogdon- Update Protocol 2. Grade-level teams |
| **Next Meeting Action Items:**   1. Determine grade-level essential standards for Writing and Language. 2. Review Chapter 5 for discussion (hopefully) | **Date of next meeting:**  **Vertical Alignment for Writing/Language**  February 7th, 2020  7:30 until 9:30  **Guiding Coalition Meeting**  February 11th at 2:00 |