**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 DawsonKathy GlidewellLaura RippyMacKenzie YoungJessica HallSheila JonesJeanette ColwellMelissa MaulCourtney BurdickAmy MulhernDarla SampleyJosh BogdonKristen 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)**:**

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| **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”
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| **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.
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| **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.
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* 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
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| **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 |