**DSI Leadership Team Meeting**

**August 26, 2010**

**Minutes**

Plan for this year:

Similar meeting schedule (Aug., Oct., Jan., March, June)

* + - Meeting schedule should work with the change of the October 21st meeting to an afternoon session. The January meeting will be an after school meeting. All meetings will be held in Room 53 at the Middle School. Revised meeting schedule:
      * Aug. 26, 2010 – 9:30AM-12:00PM
      * October 21, 2010 – 12-3PM
      * January 25, 2011 – 4-6PM
      * March 24, 2011 – 4-6PM
      * June 14, 2011 – 9-11:30AM

Committee structure to plan for work on OPP priorities

* + - Teams will take the leadership on each of the three priorities for this year. Our district team meetings will provide an opportunity to update the DSI team, get feedback and plan for continued work. The workgroups will be:
      * Professional Development (focus on Assessment): Chad Miller (leader), Gina Sneller, Dan Scoville, Chris Myers, Amy Striegle, Doug Braschler, Annette Coval, Craig Hoekstra
      * Grading: Val Capel (leader), Brianne Schuitemann (leader), Jodi Hansen, Sarah Smith, Mike Gelmi, Lindsey Olsen, Melissa Chambers, Keith Sheridan
      * Data: Barb Ferguson (leader), Matt Blood, Megan McCormick, Tm Lyman, Scott Smith, Sarah Geukes, Connie Renkema

Student learning goals incorporated in OPP, District Improvement Plan, and Building Improvement Plans

* District School Improvement plan goals, gap analysis and objectives were reviewed
  + - * All students will increase skills in the area of informational reading.
      * All students will demonstrate proficiency in writing.
      * All students will be proficient in mathematics.
    - Development/refinement of district wide writing assessments will be crucial since state level measures have changed (only 4th, 7th, and 11th grades tested on MEAP).
* Data and goals should be shared with all staff at the beginning of the school year.

Continue NCA Accreditation process

* Process for NCA District Accreditation will continue this year with plans for a QAR visit in the fall of 2011.
* DSI team members are encouraged to participate in QAR visits to other districts. Information has been sent from NCA. Contact Barb if you are interested.

Working group discussion and reporting:

Professional Development – Chad

* Focus will be on Assessment. Plan to work with Measured Progress to provide a coordinated year-long training on formative assessment that will include a day of training with Sara Bryant on November 30th, follow-up training modules, Cognitive Coaching training for coaches that will work with staff teams throughout the year.
* A yearlong schedule with focus topics and expectations will be created and shared with staff as soon as possible, but no later than the end of September.

Grading – Val

* The committee analyzed the results of grading surveys completed by teachers last year and created summary statements for each question. They will use the survey (in part or whole) throughout the year to guide reflection about grading practices. The emphasis this year will be on learning about effective grading practices and reflecting on personal practices. Our focus needs to be on learning more about assessment and effective grading before adopting common grading policies.
* The committee revised the quarterly priorities based on their discussions. The changes will be included in the updated DSI plan (formerly OPP).

Data – Barb

* The data committee did not meet over the summer, but analysis of the data from MEAP, MME, SRI and DIBELS was used to provide information for the district and building improvement plans.
* The data committee (which will welcome and recruit other members who are not on the DSI team) will function as the group that gathers and provides data for the following purposes:
  + - Progress on improvement goals (updates to be published quarterly for district and buildings)
    - Student profile information for child study/building team/student assistance committees, as needed
    - Respond to requests from teachers and teams for data
    - Transitions between levels – aggregate data and information on individual students
  + Not everyone needs to be trained on IRIS, but key teachers and administrators and the data team do. There is also a need for additional training for the data team. Barb will schedule two meetings for the committee between each DSI Team meeting for training and sharing of data.

Feedback, next steps, items for next time

* Information to share with all staff on September 7th:
  + - Outline of the PD Plan and emphasis for the year (Chad).
    - Work on grading to be personal and reflective as we learn more about assessment and effective grading practices.
    - Data team formed to provide data for different needs.
    - Data from gap analysis and improvement goals.
    - DSI Plan (old OPP) with explanation of “my accountability” section
    - Connection of DSI plan to new requirement for annual performance review and support provided by PD plan.
  + Committees will work on tasks between now and October meeting. Information and progress will be shared at that time.

Next meeting: Thursday, October 21, 2010 (12-3PM)

*Teachers: Please make arrangements with your building administrator for a sub so that you can attend this meeting*.