**NCA Leadership Team Meeting**

**October 19, 2009**

**12:15-3:00PM**

**Hamilton Middle School**

Present: Val Capel, Chad Miller, Brianne Schuiteman, Scott Korpak, Doug Braschler, Scott Smith,

Barb Ferguson (Core Leadership Team) Matt Blood, Sarah Smith, Gina Sneller, Kevin Spotts , Jill Wolf (HHS), Annette Coval, Melissa Chambers,, Amy Striegle (HMS), Craig Hoekstra, Tim Lyman, Dan Scoville, Lindsey Olsen, Jodi Hansen, Clausene Carlson, Sarah Geukes (Elementary)

**Welcome and introduction Scott Korpak**

Scott welcomed the committee and commended members for the progress made thus far.

**One Page Plan Chad Miller**

1. Reports by building on first quarter implementation of One Page Plan.

High School – Chad Miller

* + - Morning Meeting (10.7.9) reviewed each column of the plan.
    - Teachers challenged to complete personal accountability section (for self and department) including each of the following:
      * Formative Assessment: Something with learning targets
      * One Page Plan: Clarify or learn something about it
      * Classroom Critical Numbers: Choose and collect some student data
    - Quarterly building level actions updated:
      * NCA and OPP included in all meetings - ongoing
      * All staff has completed accountability section.
      * Article handed out, no discussion yet
      * Have not looked at MEAP or Subgroup data
      * Quality assessment work continues – led by formative assessment team; taking small increments (learn; practice; feedback)
      * Staff has been offered opportunity for feedback on self assessment– limited response regarding additions or changes

Middle School – Brianne Schuiteman

* + - One page plan reviewed at all meetings
    - Two –person teaching teams completing accountability section
    - NCA process and self- assessment reviewed in departments; feedback submitted
    - Grading article discussed in departments; will summarize at dept. chair mtg.
    - MEAP data used to identify students for leveled interventions in math and reading;
    - Dept. chairs involved in book study about assessment and grading

Blue Star – Jodi Hansen/Tim Lyman

* + - Reviewed one page plan; building goals reviewed and accountability completed by individuals
    - Participating in MIBliSI this year (focusing on RtI and positive behavior system)
    - At introductory level in study of assessment
    - MEAP data yet to be reviewed

Bentheim – Dan Scoville/ Sarah Geukes

* + - One page plan reviewed at all meetings
    - Had discussed grading article in the past as a staff; reviewed discussion
    - Still unclear about NCA process and how it fits with school improvement in past
    - Looking at Level 1 (compared to Level 2) in MEAP
    - Accountability section completed based on 08/09 building goals (NCA process, Gifted and Talented strategies/practices book study, grade level common assessment practices and alignment)

Hamilton El – Craig Hoekstra/Val Capel

* + - Focus on one page plan is ongoing
    - NCA self-assessment reviewed in small groups at staff meeting
    - Article on assessment to be discussed at next staff meeting
    - Assessment study is part of building goals
    - Yet to do: study MEAP subgroup data and complete individual accountability

Sandyview – Lindsey Olsen / Barb Ferguson

* + - One Page Plan and NCA process – part of staff meetings; ongoing
    - Working on individual accountability section
    - Discussing formative/ summative assessments at staff meetings
    - Brief discussion about data/use of IRIS

1. Critical Numbers

Long Term and Short Term Numbers

* + - NCA told HS last time that we were taking data much too seldom.
    - We need to define these numbers more frequently and more locally.
      * DIBELS Data for Elementary Level
      * Failure Rate
    - What do we use at each level? How do we track data? **See attached notes for lists from group discussion.**
    - Second quarter priority?

1. 2nd Quarter Priorities: Core leadership team will take information from discussions and present draft to entire leadership team. Second quarter is from Dec-March.
   * + **See attached notes for lists from group discussion.**

**Professional Development Planning Val Capel**

1. Cross-Level Groups: After one-page plan discussion, where do we need to focus professional development for this coming quarter?
2. Cross-Level Groups work to discuss November 30 Professional Development
   * Overview of Ideas for Professional Development from Summer: Additions? Priorities?
   * District needs for Y5s-12 ½ day?
   * Middle School/Elementary needs for remaining ½ day?
   * Opportunities/Ideas?
     + Consensus: Morning focus on NCA process; one page plan – introduction of second quarter; cross grade/level focused discussions. Afternoon for HS will be records time (end of first trimester). MS and Elementary will use afternoon time for specific level needs related to improvement plans. **See attached notes for lists from group discussion.**

**NCA Process and Readiness Visit Brianne Schuiteman**

1. Finalized the Self-Assessment of Readiness for District Accreditation

* Reviewed and finalized Self-Assessment after feedback
* Barb Ferguson will submit to NCA

2. Discussed the Readiness Visit: What does this entail? How will it “look”?

* Brief look at NCA Standards (attached); buildings to review in preparation for visit
* Discuss the questions to be asked: What did you learn about the district? What are strengths or areas of improvement?

3. Reviewed Timeline planned for our district given that Candidate status will be recommended.

**Wrap Up and Feedback Doug Braschler**

Doug thanked all committee members for their dedication, insights and contribution to the meaningful discussions.

**Upcoming Quarterly Meetings:**

**Monday, January 18, 2010 4-6PM**

**Tuesday, March 23, 2010 4-6PM?**

**Friday, June 11, 2010 9-11AM?**