NCA Leadership Team

June 29, 2009

Meeting Minutes

Attending: Brianne Schuitemann, Doug Braschler, Scott Smith, Barb Ferguson, Gina Sneller, Sarah Smith, Kevin Spotts, Chris Myers, Melissa Chambers, Amy Striegle, Mike Gelmi, Sara Geukes, Jodi Hansen, Lindsey Olsen, Clausene Carlson, Rolfe Timmerman

1. Review where we are: one-page plan, plans for beginning of the school year

* *Reviewed one page plan and made the following suggestions:*
  + *Find a way to incorporate both what has been accomplished from spring version and where we are headed with NCA-included version (where we have been and where we are going)*
  + *Make sure this remains a living document by including it as the first item on all meeting agendas (building, dept., grade level, etc)*
  + *Determine a way to celebrate what has been accomplished (tie into All A’s again, include school board input/recognition)*
* *Kevin distributed copies of the script for the opening day performance. He will play Nemo, Scott K will be Marlin and Sarah will be Dorie. All others will be swimming fish and singers. Please review the script and send suggestions to Kevin. A practice will be scheduled the week before school starts….probably a morning and probably for about 1.5-2 hours at the HS. Date will be determined and sent to team members. Barb will contact Judy B. about having the presentation video-taped.*
* *We need to plan how the three teacher leaders (Brianne, Chad and Val) will present the NCA accreditation information to the district staff after the “Keep Swimming” encore has concluded.*

2. Roles and responsibilities - draft

* *A draft of roles and responsibilities for the NCA Core Leadership Team and District Leadership Team was reviewed. It was suggested that Scott Smith also be part of the Core Team so that there is an administrator from each level to work with the teacher leaders. Any suggestions for other changes should be sent to Barb via email.*

3. Timelines (5 year and 1 year drafts)

* *We reviewed a possible 5-year timeline for District Accreditation. The high school staff who have recently completed the Building Accreditation process felt that we may be ready for a QAR visit as early as 2011/12. It was agreed that this would be a good target to set, but that the feedback from our NCA Readiness Visit this fall will give us more information. The NCA staff who visit will be able to help us establish a timeline and year for the QAR visit. We need to find out if a district profile needs to be completed.*
* *We reviewed the draft timeline for the 2009/2010 school year. We will ask that all buildings complete their SAR (Standards Assessment Report) no later than October 12th. That will give us an opportunity to review a district summary at our Oct. 19th meeting. We will try to schedule a Readiness Visit in late October or November, 2009. The Core Leadership Team will make this contact to schedule the visit.*
* *The goals listed for Year One were accepted with an emphasis on the importance of communication.*

4. Standards Assessment Report - determine a plan for efficiently completing building and district reports

* *Since much of this work has been done by the Strategic Planning Committee and the NCA Leadership Team already, it was determined that we would create a model SAR from the responses that have already been collected. This model can be reviewed by each building and changes made to reflect the buildings’ differences. This seemed to be the most efficient way to complete this work. Barb will work on creating the model SAR and will send it out to the NCA Leadership Team for review before it is given to the buildings.*

5. Professional development - brainstorm ideas for days available and other approaches/opportunities

* *Assessment:* 
  + *Teachers need an opportunity to evaluate their own assessments with a peer group to determine if the assessments meet the criteria for quality assessments. It would be helpful to have a consultant available for questions and guidance during this work time.*
  + *We need to work on developing/learning strategies for using assessment data to inform/improve teaching and learning.*
  + *Sessions on using the Web Gradebook’s features for data analysis would be helpful. This may be something that a smaller group of teachers work on first and then share with others.*
  + *Using data and data analysis (WebGradebook, PowerSchool, IRIS????)*
* *6+1 Writing Traits:*
  + *Need a review and instruction for new teachers.*
  + *There are extra 6+1 books at Hamilton El for new teachers.*
* *Reading in the Content Areas:*
  + *Practice and use strategies. Learn how to embed use of strategies in regular instruction.*
  + *May need to be done by subject area.*
* *Y5-2 Reading Series*
  + *These teachers will need specific, targeted training in use of new reading series.*
  + *May be a way to do some training outside of PD days by using smaller groups and other professional days.*
  + *Resource people from publisher will provide training; included in cost.*
* *Working with Subgroups*
  + *Topics that will help include: co-teaching, providing accommodations, strategies for working with struggling students.*
* *Math*
  + *This training will need to be specifically targeted to math teachers and based on the improvement goals.*

6. What do we need for the beginning of the year? the first quarter?

* *Find a way to recognize the accomplishments of the one-page plans written last year. (How many other districts in the state got all A’s?) Public acknowledgment to all staff at the beginning of the year.*
* *Core Leadership Team will meet (July 20, 12 or 22?)to:*
  + *review plans for beginning of the year and entire year.*
  + *schedule Readiness Visit*
  + *determine presentation of NCA process to entire district staff on opening day*
    - *Idea: PowerPoint checklist? Staff members stand if they were involved and keep standing so that it is concretely shown what was accomplished and how many people contributed.*
  + *determine a way to have District Leadership Team practice data review before doing it as part of quarterly reviews (practice this summer) so that we can learn how to do this well*
  + *create a professional development plan for the year that will be shared with staff at the beginning of the year*

Recorded by Barb Ferguson