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| Building Improvement Team Meeting–Hamilton Elementary SchoolDate: May 5, 2011Beginning Time: 4:00 pmLocation: Hamilton El. OfficeBIT MEMBERS/Positions: Val Capel, 3rd Grade Teacher; Jennifer Heyerman, Parent Representative; Craig Hoekstra, Principal; Nan Lubbers, Paraprofessional; Andy Reinstra, 4th Grade Teacher; Katie Wilson, 2nd Grade Teacher | | | |
| Minutes taken by: | Val Capel | | |
| **AGENDA Item** | ***Time Allotted*** | ***Facilitator*** | ***Minutes/NOTES*** |
| NCA Standard Activity | 5 minutes | Craig, Lindsey, & Val | * DSI team has asked each staff to complete an evidence gathering for NCA standards before May 13. * We will complete this at our next staff meeting. |
| School Improvement Process Update | 20 minutes | Craig | * Update on conference at ISD on changes to the school improvement process. * Reminder of change in cut scores for MEAP tests will begin next year. This could possibly cause a 35-45% dip in passing scores for many schools next year. * We will look at MEAP data for gap analysis and goal writing. |
| School Data Profile Analysis Form Update | 10 minutes | Craig | * Craig and Andy have been working on this from which is now a part of the school improvement process. * Much of this data is being pulled from IRIS. |
| Next Staff Meeting May 10:   * What needs to be shared? * Who will share? | 5 minutes | Team | * NCA Standard Activity—Val and Lindsey |
| BIT Agenda Priorities for the next meeting | 5 minutes | Team | * After reviewing data, discuss possible gaps in student achievement. * Should we have a “go-to” person for a NCA strand? |

**NEXT Meeting Date/Time:** May 18, 2011 at 4:00 p.m