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| Building Improvement Team Minutes–Hamilton Elementary SchoolDate: March 16, 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; Lindsey Olsen, 4th Grade Teacher; Michele Randle, 3rd Grade Teacher; Andy Reinstra, 4th Grade Teacher; Katie Wilson, 2nd Grade Teacher | | | |
| Minutes taken by: | Lindsey Olsen | | |
| **AGENDA Item** | ***Time Allotted*** | ***Facilitator*** | ***Minutes/NOTES*** |
| School Improvement Process Update: Data Analysis Form | 20 minutes | Craig/Andy | * AdvancED: viewed self-assessment   will be looked at by staff at next staff  meeting  Barb assembled the district report   * School Data Profile: made up of data from IRIS and PowerSchool * Discussed that evidence will be needed for   the QAR visit |
| Updated MEAP Information | 5 minutes | Craig | * MEAP access is available for the 2011/2012 school year * Scores are still embargoed * Received writing scores |
| Formative Assessment PD Update from March 14   * How can we work time into our staff meeting for discussion/work on this? * Staff needs? | 10 minutes | Teachers | * Appreciation about the day:   work time  choice in activity  cognitive coaches did a great job  leading/teaching |
| Next Staff Meeting April 12:   * What needs to be shared? * Who will share? | 5 minutes |  | * NCA Standards Rubric: Share last 2 standards (Craig, Val, Lindsey): Val will send out before meeting * Class selection update * Update on Last Blast Event |
| BIT Agenda Priorities for the next meeting | 5 minutes | Team | * MEAP update |

**NEXT Meeting Date/Time:** April 27, 2011 at 4:00 p.m