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| Building Improvement Team Minutes–Hamilton Elementary SchoolDate: February 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: | Val Capel | | |
| **AGENDA Item** | ***Time Allotted*** | ***Facilitator*** | ***Minutes/NOTES*** |
| Adopt Building Goal under “My Accountability” of DSI Plan | 5 minutes | Team | * We’ve adopted the building goal as written. |
| District School Improvement Team/NCA QAR Update from January 25 DSI meeting | 5 to 10 minutes | Craig, Lindsey, Val | * DSI team reviewed our school improvement plan and upcoming goals. * Sarah Geukes updated DSI on a QAR that she participated in. * Reviewed district data. |
| EdYES! Reporting Cycle Update | 10 minutes | Craig/Andy | * New name: Data Analysis Form * New format and much more data-driven (local and state pieces). * Staff survey will be coming as part of preparing this report. * Building report must be completed by week of February 28. * District report will be completed the week of March 5. |
| Formative Assessment PD Update   * How can we work time into our staff meeting for discussion/work on this? * Staff needs? | 5 minutes | Teachers | * February 14: videos were good to an extent but teachers are looking for a greater balance between “seat” time and time process and WORK in teams * March 14:   + want more work-time with teams   + teams would like to stick together |
| Updated MEAP Information | 5 minutes | Craig | * Cut scores for next year will be very different—much higher. * More information will be coming from the state. |

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| Next Staff Meeting March 8:   * What needs to be shared? * Who will share? | 5 minutes | Team | * NCA standard sharing (Val) |
| BIT Agenda Priorities for the next meeting | 5 minutes | Team | * March 14 PD review * New DSI information? * Possible QAR update? * Data Analysis Report update |

**NEXT Meeting Date/Time:** March 16, 2011 at 4:00 p.m.