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| Building Improvement Team Agenda–Hamilton Elementary SchoolDate: September 21, 2011Beginning Time: 4:00 pmLocation: Hamilton El. OfficeBIT MEMBERS/Positions: Val Capel, 3rd Grade Teacher; Jennifer Heyerman, Parent Representative; Craig Hoekstra, Principal; Katie Johnson, 2nd Grade Teacher; Nan Lubbers, Paraprofessional; Lindsey Olsen, 4th Grade Teacher; Michele Randle, 3rd Grade Teacher | | | |
| Minutes taken by: |  | | |
| **AGENDA Item** | ***Time Allotted*** | ***Facilitator*** | ***Minutes/NOTES*** |
| Upcoming QAR Visit Information | 20 minutes | Craig | * QAR dates: October 30-November 2 * First two days of visit will be spent with central office and community stakeholders * Tuesday, November 2 (3rd day of visit) will be spent in buildings. They will definitely visit HS, MS, and 2 elementary buildings. Elementary building visits will be determined by the QAR team. At this point in time, this is an unknown for our district. |
| Review of NCA Evidence Collection by DSI Team | 20 minutes | Craig/Val | * Every Tuesday, the DSI team is meeting to identify and collect evidence to support each NCA standard. * Tuesday, September 20, was focused on Standards I and II. * Next Tuesday will be Standards III and IV. The team will progress from there on subsequent Tuesdays. * As much evidence as possible is being placed on the School Fusion site for the NCA QAR team to review when they arrive. |
| Upcoming Staff Meeting Items | 5 minutes | Team | * Update on QAR and evidence collection of standards. |
| BIT Agenda Priorities for the next meeting | 5 minutes | Team | * Review additional evidence documents as determined by the DSI team. * Prepare as needed for upcoming QAR. |

**NEXT Meeting Date/Time:** Wednesday, October 19, 4:00 p.m.