



Excellence in Academics, Activities, and Character

District Improvement Team

(Assessment, Curriculum & Instruction, and Staff Development)

Hutchinson Middle School Media Center

Wednesday, July 16, 2014

9 AM to 3:00 PM

MINUTES

1. Welcome

- a. Introduction of New 2014-2016 members
- b. Focus on learning as a team and guiding our district toward our target of student achievement based on our mission, shift in school culture, district goals, core values, and guiding questions

2. Purpose of the DIT: Assessment (state mandated tests, etc.) , Curriculum & Instruction (curriculum repository), and Staff Development (calendar and budget)

- a. Assessments – a wide variety required and preferred throughout the District; need to continue to monitor effectiveness and how time for assessments can be best utilized.
- b. Curriculum & Instruction – use the curriculum repository – available on Google – we need to continue to “feed this”
- c. Staff Development – professional learning, build common knowledge, improve capacity – more skills and knowledge in an area, goal is to bring up the whole base of teachers, should support mission – goals – guiding questions
Change in how this is done – we know use our own experts using “job-embedded professional development” – no longer going outside of the district for professional development – PLCs and Q Comp
- d. Decisions impact our district
- e. Strategies and timeline for decision-making and using our Collective Genius
 - i. Strategy: Consensus Building (hand out and Learning by Doing p 227)
 - ii. Timeline: What? So what? Now what? “Goal is to get it right, not be right.” – Don Martinez
How do we share these thoughts with our entire district?
 - 1) PLC groups – smaller groups to have these discussions
 - 2) Deliberate with how this is message is communicated
 - 3) Belief system – this is difficult when only a small group is at the DIT
 - 4) Research based discussion that DIT members have read – but others don’t have that benefit
 - 5) Articles could be shared with all staff – through newsletters
 - 6) Q-comp advisors – will be talking to everyone

Communication Model – see handout (attached) – target is Student Achievement

- 1) Set aside time for conversations to happen – it won’t happen without it
- 2) PLCs – focus is on smart goal – not on what is happening in DIT meeting
- 3) Staff meeting – how about once a trimester?
- 4) How about late starts? Could be separated by groups?
- 5) How about voice over power points?
- 6) How do you get the buy-in without the conversation?

7) Buildings may have different venues – based on their situations

3. Assessment

- a. Data: preliminary District MCA results (Lisa), Read Well (Lori), STAR (Dan), AP (Patrick)
- b. Common Formative and Summative Assessments
 - i. Group participation in definitions (Family Feud)
 - ii. Ideas to move this forward throughout the District (1, 2, 4, 8)
 - iii. Determine top three strategies
 - iv. Common Implementation –

4. Curriculum & Instruction

Focus on answering the Four Guiding Questions in the Curriculum Repository Developing a Checklist (attached) Individual sheets for the PLCs for each area – they are all at different places as PLCs

- a. Establish group norms
- b. Standards alignment
- c. Essential Learning Targets/Power standards
- d. Common summative assessments
- e. Common vocabulary
- f. Common formative assessments
- g. Pre-test same as common summative assessment
- h. Assess data and when finished with 7 above, move on to another topic that focuses on student achievement

Separate checklist for non-teachers – what should that look like? How do these folks fit in?

- a. Subgroup – will meet to create the checklist using the one that is already available (attached)
- b. Expectation for Daily Lesson Objective
 - i. Who?
 - ii. What?
 - iii. When?
 - iv. Where?
 - v. Why?
 - vi. How?
- c. Update on building progress on 15 Fixes (handout/attached)
 - i. Building Presentations - tabled

5. Staff Development

- a. PLCs and the Learning by Doing Guidebook (10 copies available in each building professional library)
- b. Revisit PLCs Tight and Loose for the District for Consensus Building (attached)
 - a. Group norms *Learning by Doing* p 132-139 with why to page 144
 - b. Agenda/Minutes for PLC reference only
 - c. SMART Goals
 - d. Questions 1 and 2 are essential. One first, then two.
- c. **Educational Impact** for Charlotte Danielson Framework
- d. Teacher Academy on August 19, 20, 21, 2014 (schedule)
- e. Determine your building Professional Development needs in 2014-2015 (spreadsheet)

6. Communication

Next meeting: Wednesday, October 22, 2014, 7:30 AM to 3:30 PM, SWIF