



Excellence in Academics, Activities, and Character

Combined Leadership Teams: Electives, Literacy, Math, Science, Social Studies
(Assessment, Curriculum & Instruction, and Staff Development)

Central Office Conference Room

Monday - Friday, September 15-19, 2014

Noon to 4:00 PM (Bring your lunch)

AGENDA

September 15: Literacy

September 16: Math

September 17: Science

September 18: Social

September 19: Electives

Please bring your copy of *Learning by Doing: A Handbook for Professional Learning Communities at Work 2nd edition*

AGENDA/MINUTES

1. Role of the Leadership Team Members under Q Comp **PP attached**
 - a. Responsibilities
 - i. Attendance at PLCs with names (stating time if arrival is after the start)
 - ii. Minutes at PLCs to be completed each week
 1. Format of the minutes TBD at the building level working toward a similar format across the District; Professional Development flex time provided in the 2014-2015 calendar may be used to transition as PLCs are ready.
 2. If you have a question, be sure to communicate it beyond the minutes.
 - iii. Assistance from PLC members, Q Comp Advisors, Administrators
 - b. Communication to colleagues
 - i. Combined minutes presented in the following week; format TBD
 1. PLC Questions go to Leadership Team members first who can direct the unanswered question to another source
 2. PLC goals are written to address the classrooms/students associated with the PLC participants; not necessarily affecting individual classrooms or the whole grade level. The percentages may not be able to be compared from year to year, but rather cohort to cohort.
 3. Who owns the PLC goals? How can we open up the conversation between PLC participants and administration during goal setting and editing?

- ii. Planning for professional development
- 2. PLC Goals review/feedback with Q Comp (worksheet) **PLC should return a final copy of their SMART goal to building administrators by Wednesday, September 24.**
 - Literacy = Content or rigor of the benchmark?**
 - When one year of growth is three or four levels in Rigby, are we okay with a goal containing a target of only two or three levels? No.**
 - What is mastery level? 60%? No. At least 80%. Must defend level. What is our current reality? STAR sets the benchmark at 40%. West moved their benchmark to 50%. Look at data as a trend or an average of at least three years.**
 - Frustration: identifying a SMART goal that will work for multiple grade levels or subjects; no common assessments for data; collaborating between and within the grade levels or departments; need to pick a focus that you think students need to improve on; growth may be different at each grade level.**
 - Awareness is the first goal with sharing the PLC goals between the entire staff.**
 - Math = NA**
 - Science = get MCA information to the science teachers by strand (Nick) forward information or steps to teachers to better understand student achievement on specific standards**
 - Social Studies = We are currently trying to squeeze in our important work which is not productive. Our current daily school schedule is difficult for productive PLC meetings—especially at 6:30 in the morning for secondary; after school hours are difficult for elementary. What other options are there? The Virginia Model with weekly two-hour late starts. Early releases? This is important time and needs to be valued.**
- 3. Professional Growth Goals with Q Comp
 - Each teacher is responsible for setting a professional growth action plan (which does not need to be measureable), and it can be the same or similar to the PLC goal (which needs to be measureable) due by October 1 to Q Comp Advisors.**
- 4. Bring feedback from your colleagues regarding resources needed for making progress on any of the following to provide PD, if necessary, to meet PLC goals:
 - a. Common Formative (PD) and Summative Assessments **We are in our infancy, but working! We are committed to this and there is an intent to this work which is a shift from before.**
 - b. Academic Vocabulary **df as using Tier 2 words or content specific words K-12 math academic vocabulary needs PD (ex. multiplication means times) Needs more emphasis for the benefit of our special education students.**
 - c. Homework **need a study hall time for students who don't or can't do it; once the student masters the concept in four problems, why do they have to continue to complete the remaining 20 problems? Getting better! At West outside of Guided Reading, we don't give much homework.**
 - d. Grading **How can we document formative assessment data in CAMPUS without points? (Nick) Idea!—make a "tasks" tab in CAMPUS without using grades just**

a check mark, using zero points listed as “DO NOT CALCULATE INTO GRADE”; can hide tasks from Parent Portal. Making progress on not assigning points for non-academic work. **We do not need to award points for everything. We do not need to grade everything. The students are doing the work anyway. We have let go of that stress. App for CAMPUS is available for secondary parents and students!**

e. Answering Guiding Questions

f. Other:

- i. “Hands on Equations” algebra manipulatives – Dan will check into PD for consistency/alignment/scope and sequence between the grade levels – so that all teachers use the materials K-5. Use at K-1 in the game room or science STEM setting. Use the 4 to 8 hours of flex time to provide PD. Get funds (Dan) write a 3M grant for materials or PTO or Hutch Foundation. Sarah will provide information to Gloriann for West.
- ii. Sue Wygant – Changing on Purpose – Getting students to talk through their thinking. Record your math thinking. HS would like to continue meeting with Sue. Deb will check with Sue. We are teaching math thinking not math procedures. Google using interactive math journals.
- iii. Advanced Math students - offer a summer school option; online option; open up to neighboring districts for a fee (revenue); determine pros and cons and follow the process in place for planning: Algebra BC the summer prior to 9th grade in a hybrid teaching situation.
- iv. Grade level neighbors get together – 2-3, 5-6, 8-9, etc.
- v. Using the missing assignments tab at HMS is slick and effective
- vi. Need time to get to know our kids.
- vii. Early-in-the-year observations are hard, but are meaningful and an important part of building the learning environment.
- viii. Building over the last three years, 90% of my time was spent on the students and 10% on outside elements; now it is 50/50.
- ix. Q Comp, Teacher Evaluations, PLCs, etc. all talk to each other, and we need to realize the connections and use our energy to work and learn together.
- x. **Reconsider the need to complete a Social Studies standards alignment for K-5 and the implications for the curriculum. Guided Reading attempts to fill the gap—is it sufficient? In HMS the holes are in geography, early US history (revolutionary war, colonies, constitution, etc.) This forces the HMS to spend weeks teaching prior to starting their assigned standards.**
- xi. **How can the research that is presented for any initiatives or new thinking at the Leadership Teams or at the DIT be presented to the rest of the staff? The entire staff needs to process it and have the time to do so.**

xii. **Would we revise our Target of Student Achievement to reflect the Guiding Questions from “knowing” to the Learning By Doing text – focusing on “what do we want students to learn.”**

5. *Visible Learning* by John Hattie Disasters and Below Average Methods
6. *Visible Learning* by John Hattie Effective Methods
7. Course changes considered for implementation in 2015-2016 (form and timeline on MOODLE?)
8. Curriculum Assessment and Instruction Rubric (review at DIT on Oct 22 and complete at November Leadership Team meetings)
9. Other?
ELA curriculum work: Meetings four times within four months to complete curriculum work from grades 6-12.

Attached: Updated roster of 2014-2016 Leadership Team and DIT members, 2014-2015 Tight and Loose, 2014-2015 PLC Overview Process, Hutch Course Program Changes Form

Literacy Communication PP slide:

Each representative of the Literacy Leadership Team will receive the minutes. (color-coded)
There will be a meeting to provide communication at each building following the Leadership Team meetings. (Staff meeting, PP, or ?)

We are here to support your literacy PLCs.

We are here to support your Q Comp goals.

Refer to the Reading Well by 3rd Grade (on District website) or ADSIS application which state interventions and assessments.

PLC SMART goals may need to be revised for SMART formatting and for rigor. Final PLC goals are due to Administrators by Wednesday, September 24.

Each teacher is responsible for setting a professional growth action plan (which does not need to be measureable), and it can be the same or similar to the PLC goal (which needs to be measureable). Additional goals make additional work! Due to Q Comp Advisors by October 1.

Suggestions for PD should go the literacy leadership team members.

Curriculum Instruction Rubric is to be completed in PLCs and due for November Leadership Team Meetings. Determine which PLC will work on which curricular area.

Changes for curriculum attached and follow the timeline which will get us ready for the budget cycle.

Math Notes:

K-5: Hands on equations and PD for it

Reviewed SMART goals

New course option in the HS – follow process

All the green items.

Science Notes:

SMART goals were analyzed and edited

Q Comp and District expectations for attendance on PLC minutes were discussed

Changes to address science MCA results at grade 8 and 10: STEM course added to HMS; HS science has been addressed in RAMP; itemized benchmark data will be studied for each grade level at HMS

We understand, this is a process, be patient, and breathe! Don't forget to get some extra sleep—if you can...☺

Social Studies:

Evaluated the social studies Q Comp goals as a group.

Hattie resources to be forwarded to colleagues

Be sure that you have signed up for an observation and post-observation with your Q Comp Advisors

PLC Goals are due to Buildings Administrators after PLC meetings on September 24

Professional Growth Goals are due to Q Comp Advisors on October 1.

Electives:

We reviewed the SMART goals.

We would like to know who has ownership PLCs.

Action points are included in the minutes:

- electronic minutes are kept each week

- we are accountable to our PLCs

- attendance is required, so we will include the participants' names (include the time that any member arrives late)

Direct questions to any leadership team member

The PLC minutes form is designed to be a template that can be filled in quickly and not be a burden to the recorder

If we used the Google Drive to complete minutes or work in general, it is most flexible for working. Seek out options for laptops or other mobile devices.