



## ***SCHOOL IMPROVEMENT LEADERSHIP TEAM MEETING***

Thursday, January 4, 2024; 4:00 p.m., Professional Learning Lab  
***Minutes***

**Members Present:** Superintendent Dr. Marcus Lewton, Director of Instruction Melanie Kathrein, Assistant Superintendent Keith Harris, Director of Student Services Sheri Twist, Board Member David Wilkie, Mrs. CaraLee Heiser, Ms. Audrey Bergeron, Ms. Casaundra Francis, Mrs. Jessica Wolf, Ms. Hannah Farstveet, Mrs. Tracy Lecoe, Mrs. Robin Swenson, Ms. Maria Stockert, Ms. Nicole Weiler, Ms. Morgan Kathrein, Mrs. Elizabeth Kuelbs, Mrs. Meagan Schlecht, Mrs. Nicole Kittelson, Mr. Randy Muffley, Ms. Toril Sanford, Mrs. Tonya Bishop, Mrs. Sara Streeter, Mrs. Chantel Heth, Mrs. Sara Steier, Mrs. Tammy Peterson, Mrs. Kandace King, Mrs. Cassie McWhorter, Mr. Henry Mack, Mrs. Amber Berg, Mrs. Jennifer Nokes, Mrs. Kristy Goodall, and Mr. Randy Cranston.

**Members Absent:** Mrs. Stacy Kilwein, Mrs. Sarah Trustem, and Mr. Jeffrey Brandt.

**Call to Order** – Superintendent Lewton called the meeting to order at 4:00 p.m.

**Welcome of Committee Members** – Committee members introduced themselves and the building or area they represented.

**Work Agreements** – Superintendent Lewton explained committee members will receive a work agreement that will be populated through Frontline at the end of the school year. The stipend payment will be prorated based on attendance at the meetings this school year. Payment will be made in May or probably closer to June 20, 2024.

**Accreditation Timeline** – Superintendent Lewton explained the accreditation with Cognia will be this fall. Due to the District following the High Reliability Schools (HRS) framework, there could be less work to be completed for the accreditation when compared to past accreditations. After the accreditation, the District will review its strategic plan. There could be a discussion regarding the HRS and defining what the HRS Level 5 would look like for the District.

**Standards 1-30** – Superintendent Lewton explained the work today from the team will be to begin the self-assessment. The team members will be broken up into four groups. Each group will have a key characteristic. Within the four groups, there will be 6-9 standards to review.

The groups will test a system accreditation, not an individual school. Typically, in the past, each school would have to do all of the work.

Dr. Lewton explained the Cognia Workstation was not opened yet. He noted the executive summary work would be completed by an administrator(s) at the Central Administration Offices.

Superintendent Lewton noted a large part of the work would be the standard self-assessment. Some of the data needed for accreditation will include stakeholder feedback. This will include the data from the school climate survey.

There will also be work to be completed regarding the student performances. Some of the data will be utilized from the Board goals. The Board goals pertain to reading, mathematics, and students that are Choice Ready.

Dr. Lewton distributed copies of a sample Cognia Standard, Standard No. 1. Sample Standard No. 1 listed elements, sample evidence, and sample rubric levels. The team was asked to brainstorm referencing the District's strategic plan, the Professional Learning Communities process, instructional models, etc. when doing the self-assessment. Dr. Lewton used the sample standard and walked through the process with some potential challenges when going through the standards.

The committee members were broken out into four groups. Each group focused on the self-assessment of standards within one of the four components. Discussion will continue at the next meeting.

**Future Meetings** – The meetings for the remainder of the school year were scheduled as follows. All meetings would be held at the Professional Learning Lab.

- Thursday, February 8, 2024, 4:00 p.m.
- Monday, March 4, 2024, 4:00 p.m.
- Tuesday, April 2, 2024, 4:00 p.m.
- Wednesday, May 8, 2024, 4:00 p.m.

**Adjournment** – The meeting adjourned at 5:03 p.m.