



SCHOOL IMPROVEMENT LEADERSHIP TEAM MEETING

Monday, November 2, 2015; 4:00 p.m., CAO Board Room

Minutes

Members Present: Superintendent Douglas Sullivan, Mr. Ron Dockter, Mr. Brent Wolf, Mrs. Trista Fisher, Dr. Marcus Lewton, Mrs. Betsy Brandvik, Mr. Mitchell Meier, Mrs. Melanie Kathrein, Mrs. Sarah Ricks, Mr. Shawn Leiss, Mrs. Carla Schaeffer, Mrs. Meagen Schlecht, Mrs. Michelle Kovash, Ms. Sherry Libis, Ms. Kelcey Evers, Mrs. Susan Cook, Ms. Tia Newton, Mrs. Melanie Hanel, Dr. Rebecca Pitkin, Mrs. Sara Steier, Ms. Tammy Praus, Mrs. Amber Fridley, Mrs. Kate Rothschiller, Mrs. Nicole Weiler, and Mrs. Stacy Kilwein.

Absent: Mrs. Amanda DeMorrett, Mr. Henry Mack, Mrs. Jennifer Nokes, and Mrs. Lindsey Southiseng.

Call to Order – Superintendent Sullivan called the meeting to order at 4:00 p.m. He thanked the members for attending the meeting. Committee members introduced themselves.

Meeting Norms – The meeting norms were available for review on the agenda.

Review and Approve the March 26, 2015, Meeting Minutes and June 10 School

Improvement Camp Minutes – Ms. Praus moved to approve the March 26 meeting minutes as presented. Mrs. Fisher seconded the motion. The motion carried unanimously. Mr. Dockter moved to approve the June 10 School Improvement Camp minutes as presented. Mrs. Kilwein seconded the motion. The motion carried unanimously.

Work Agreements – Superintendent Sullivan noted this was a committee that representatives received a stipend for serving on the committee. After the teacher contracts are processed the work agreements will be prepared and sent through the school mail.

June 10 School Improvement Camp – Dr. Sullivan informed the committee members that the committee requests from the June 10 School Improvement Camp have not been forgotten. A sub-committee to review the 21st Century Learning Skills was created and chaired by Director of Instruction Melanie Kathrein. Some of the volunteers serving on that committee are no longer on this School Improvement Leadership Team and therefore there will need to be replacements. Mrs. Kathrein added the committee members were selected by the building principals. She will be contacting principals in buildings for replacement representatives. She explained the subcommittee was established due to the strategic plan discussion regarding 21st Century learning skills and the need for clarification on what that might look like. Professional development will be included in the conversation since there are required hours in regards to mental health and suicide prevention. These required hours are a result of legislative action. Dr. Sullivan explained that item #4D regarding staff patterns will be reviewed. He added there has been an overall decrease of students the last couple of months due to this area experiencing the impact of the slowdown in oil field activity. He distributed a working document reflecting classroom staffing and noted that it is constantly changing due to current economic impact.

numbers. The process used for projecting kindergarten enrollment is based on live birth rates in the community. Kindergarten enrollment projections are 342 students for fall 2016. If the live birth numbers maintain themselves there are going to be even larger enrollment numbers for kindergarten in future years.

AdvancED Report

AdvancED Perception Survey – Superintendent Sullivan noted the perception survey is currently being administered. Dr. Pitkin inquired if they could find out how many had responded to the survey. Dr. Sullivan will check into this question. The Survey Administration Schedule was distributed. This schedule was drafted based on the timing of past survey schedules. There is a time lag between the student and faculty survey administration to allow an opportunity for the building leadership team to address some of the concerns on the perception surveys. Dr. Pitkin was in favor of the student perception survey being administered on an annual basis. That would be in alignment with PBiS. Dr. Lewton said depending what the data is used for the faculty and parent surveys may need to be administered at the same time. Mr. Leiss felt that if the parents are surveyed in the fall they haven't had a lot of time to figure out what they think. There was discussion what grades do not participate. One school sends paper copies home with the students in grades K-2. Another school does not have participation for grades K-2. There was also a discussion regarding consistency with administering the survey and consistency with the questions from one year to the next. There was also a discussion regarding when the different surveys should be administered; in the fall or in the spring, and more specifically which month. Superintendent Sullivan proposed the parent and staff surveys be administered in the fall (November-December) and the students in January. Dr. Sullivan will visit with Mrs. Hondl regarding these proposed dates.

Standards 3 and 5 – Superintendent Sullivan distributed the AdvancED Standards for Quality for School Systems. These are the standards for accreditation and qualities the school district is assessed on every five years. He noted DPS is accredited as a school system. There are five standards; two standards that impact to the greatest degree are Standard 3 and Standard 5. These standards impact students in the classroom. He hoped the principals had visited with the faculty in the buildings to familiarize them with Standards 3 and 5. He explained the importance of these two standards. Dr. Sullivan anticipated the next accreditation will be November 2018. Buildings are encouraged to go into the AdvancED Assist program and keep track of information. This will help in preparation for the AdvancED visitation. Starting in fall 2017 each building leadership team will begin to document and submit artifacts and explanations of the artifacts. Dr. Sullivan suggested keeping track of the superblock and the agendas for the superblock meetings. Each of the indicators should be addressed in each of the standards. Ms. Praus will be checking into artifacts since she recalls that it is not necessary to have as many as last time. She will email committee members when she has a response.

Strategic Plan – Dr. Sullivan distributed the DPS Strategic Plan that had been revised June 2015. He noted it included the suggested modifications from the June School Improvement Camp. The document continues to be altered and modified to have it in alignment with the AdvancED accreditation standards. The strategic plan will continue to be discussed at future meetings. Superintendent Sullivan requested team members review the plan with other faculty in their building and get their input in terms of how maybe the school district and this committee should modify it to best represent the school district.

Other – Dr. Sullivan noted that during the off years when there is not an accreditation visit this committee will meet less often. The perception survey window closes in December and then the buildings will need to review the responses.

Next Meeting- The next meeting was scheduled for Monday, January 25 at 4:00 p.m. in the Board room. At the next meeting there will be a discussion regarding setting the date for the school improvement camp and proposed topics for the camp agenda.

Adjournment- The meeting adjourned at 5:05 p.m.