Allen Jay Elementary

Meeting Minutes

Meeting Date: 04/10/2020 - 1:00pm
Title: SIT 4.10.20 VM
Location: Microsoft Teams

I. Attendance

Team Members:

Courtney Cornelison , Brittany Nunes, Maya Bell, Kelsey Brand, Carla Flores-Ballesteros, Wenalyn Glenn, Allan Johnson, Wendi Patterson, Gabrielle Piacentini, Socrates Razo, Marcia Renne, Samantha Rinehart, Helena Rushby, Nicole Salter, Katherine Tuttle, Pa Vue

Guests: Robin Haggerty

II. Celebrate recent successes

1. **Wendi was able to post to Flipgrid this morning!**
2. **Ms. Hinshaw did her first audio recording for her students in her plans. Samuels has been working on powerpoint with audio!**
3. **Dual Language has switched to a new format – providing both languages each day and prioritizing quality over quantity.**

III. Review and respond to coaching comments

IV. Approval of last meeting's minutes

Patterson motions to approve. Brand seconded to approve.

V. Old Business

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

- Fill/MTSS FAN-S Response

  Leadership team completed this form to collect responses about MTSS Indicators
- Results/MTSS FAM-S Responses

  Results were reviewed by the leadership team.

  Format for recording results and discussion:

  Rating (number of votes)

  Next Steps

1. **Item 1: The principal is actively involved and facilitates MTSS implementation**

i. Rating: Optimizing (8), Operationalizing (6)

ii. Next Steps: Make sure we have enough examples/ evidence to support that this is actually happening.

1. Be intentional about including MTSS practices and common language in Student/Parent handbook

2. This can also be used to improve in other items.

3. Decision-making for allocation of funds when we know our Title 1 allocation.

2. Item 2: A leadership team is established that includes 5-7 members, has cross-disciplinary representation, and is   responsible for facilitating MTSS implementation.

i. Rating: Optimizing (11), Operationalizing (2), Emerging (1)

ii. Next Steps Continue ensuring that we have this type of representation on our team

3. Item 3: A linked teaming structure exists that facilitates the implementation of a multi-tiered system of support for   attendance, behavior, social-emotional, and academic support.

i. Rating: Optimizing (4), Operationalizing (8), Emerging (2)

ii. Next Steps:

1. Attendance Committee meeting every two weeks to address MTSS tiered system of support for attendance –   Johnson, Brand, Vue, Glenn, Ballesteros, Sandy

a. Only 5 students were in tier 3, which decreased from beginning of the year.

b. Students with attendance concerns decreased from 22.7% to 10.6%.

2. We could do more as a school to provide social-emotional support for students.

3. A formal communication protocol between teams and overlapping membership – ensuring good   communication between teams.

4. Put communication of these teams (ILT, IST, etc.) into the protocol of PLC and grade level meetings.

5. Invite someone from Volvo to leadership meetings once a month to involve our community members

4. Item 4: The leadership team ensures staff are actively engaged in ongoing professional development and coaching   necessary to support MTSS implementation.

i. Rating: Optimizing (1), Operationalizing (8), Emerging (5)

ii. Next Steps:

1. Be more intentional with showing how Coaching is aligned to MTSS.

2. Providing options with coaching and professional development to ensure it is relevant to teachers.

3. Completing the needs assessment then planning PD using that assessment, especially for specialists and   support staff

5. Item 5: A plan for MTSS implementation is developed and aligned with or part of the school improvement plan.

i. Rating: Optimizing (6), Operationalizing (7), Emerging (1)

ii. Next Steps:

1. Use the language of MTSS in our SIP to ensure it is aligned to the MTSS framework.

6. Item 6: The leadership team is actively facilitating implementation of MTSS as part of their school improvement   planning process.

i. Rating: Optimizing (4), Operationalizing (10)

ii. Next Steps:

1. Use data to provide Teach Meets and PD in a more intentional way.

2. Instructors can follow-up after Teach Meets the following week with the people who attended the session.

7. Item 7: The essential elements of MTSS implementation are defined and understood by school staff.

i. Rating: Optimizing (1), Operationalizing (11), Emerging (2)

ii. Next Steps:

1. A formal communication protocol between teams and overlapping membership – ensuring good   communication between teams.

2. The staff as a whole seems to understand the elements of MTSS well, but seeing it all work together   seamlessly is an area where we can grow.

8. Item 8: The leadership team ensures professional development and coaching for all staff members on assessments   and data sources used to inform decisions relative to job roles and responsibilities.

i. Rating: Optimizing (8), Operationalizing (3), Emerging (3)

ii. Next Steps:

1. True data based PLCs are an area of growth – encouraging and supporting staff to conduct data based   PLCs consistently.

2. The leadership team takes in the culture of data-based instruction, but as a school we are not there yet.

3. In our agenda for leadership, we can include a data item each meeting to follow up from data PLCs. Maya   Bell can share a quick data update from PLCs.

4. How could we include a process so that teachers are aware of data in other grade levels and how that   effects planning for their grade level?

5. Next year will have many challenges with different data sources – it will be important to look back at data   analysis from common assessments and interim assessments form previous grade levels as we make   instructional decisions.

9. Item 9: The leadership team ensures professional development and coaching for staff

members on data-based problem-solving relative to their job roles/responsibilities.

        i. Rating: Optimizing (5), Operationalizing (7), Emerging (2)

        ii. Next Steps:

            1. Refer back to Item 8 and Item 4 for next step items.

    10. Item 10: The leadership team ensures professional development and coaching for all staff on multi-tiered instruction and intervention relative to their job roles/responsibilities

        i. Rating: Optimizing (1), Operationalizing (11), Emerging (2)

        ii. Next Steps:

            1. This needs to be supported by data-driven PLCs and instruction.

            2. Our staff needs more PD on how to conduct multi-tiered instruction and intervention.

            3. We were just beginning to provide school-wide coaching in this area, so staff needs more opportunities.

            4. We need mastery in what type of data teachers are collecting.

            5. This is going to be a 3-5 year process. Staff must be willing to dig in and go deeper there together.

VII. Other Business

Action Taken:

    1. We are waiting to hear about the 5-7 concepts the district provides for teachers to use beginning April 27.

    2. Admin wants to clarify for parents:

        1. Top 5-10 things you need to know about grading – will be posted on Dojo, specific to each grade-level/classroom

        2. This will be covered during Monday's staff meeting.

            a. A spreadsheet will be created for teachers to track student completion of assignments. This will count as "Principal Contact"

            b. This will begin on Monday, April 20.

        3. Clarification - "Pass" is completion and a "good attempt" - meaning an assignment clearly shows that the student attempted to complete the assignment, and did not just input random numbers, or wrote a response that was unrelated to the assignment.

Food For Thought

    1. Classified staff will be given clarification on how to complete their "Principal Contact" for each day

    2. Everyone will continue completing daily time sheet.

Calendar Updates

1. **Staff meetings will be on Monday at 11am**

2. **Calendar invites for grade level meetings have been sent.**

3. **A K-2 check-in meeting will be scheduled moving forward.**

4. **Specialists will be included in grade level PLCs.**

VIII. Next Meeting

Date: 04/24/2020

Time: 1:00pm

Title: SIT 4.24.20

Location: Microsoft Teams

IX. Adjourn

2:08pm