

Meeting Title

MINUTES

SEPTEMBER 2, 2009 2:00 – 3:30 PM

LARGE CONFERENCE ROOM

MEETING CALLED BY	Kenney Moore
TYPE OF MEETING	Leadership Team (School Improvement)
FACILITATOR	Kenney Moore
NOTE TAKER	Mary Carol Cowart
ATTENDEES	Kenney Moore, School Director Vanessa Robisch, Principal Don Galloway, Student Services & Operations Coordinator Mary Carol Cowart, Teacher Brenda Flanagan, Teacher Jamia Green, Teacher Amanda Chilvers, State Testing Coordinator Sandy Huston, Content Specialist Shelley Parker, Teacher JR Roberson, Teacher Faith Powell, Donna Flanders, Interpreters Amy Cohen Efron, School Psychologist Linda Massenburg, State Director Helen Malone, Content Specialist

Agenda topics

SCHOOL IMPROVEMENT PLAN

KENNEY MOORE

DISCUSSION	AASD is aiming for Safe Harbor status with AYP. In order to accomplish Safe Harbor status, we must decrease the number of "Does Not Meet" students on CRCT and GHSCT by 10%. The new annual measurable objectives on the school improvement plan reflect this goal. The purpose of the School Improvement Plan at AASD is to help us meet AYP and to increase student achievement.
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NEW ATTENDANCE/DISCIPLINE FORMS

DON GALLOWAY

DISCUSSION		
	<p>Discipline Forms – Don has created a spreadsheet to assist with tracking behavior. This spreadsheet will allow us to look at behaviors of different subgroups, such as ethnicity and department. This spreadsheet will track OSS, ISS, office referrals, bullying, fighting, etc. Amy Cohen Efron will give a monthly report to the Leadership Team using this spreadsheet.</p> <p>Amy will be modifying the SWIS forms as needed as more data is collected for AASD's unique needs.</p> <p>Don reported that PowerSchool also has the capabilities to track behavior data as well.</p> <p>Attendance Forms – Linda and Don are working together to track attendance of students and teachers. The purpose of this reporting is to look at trends of different subgroups as well as how attendance (both student and teacher) impacts student achievement. Vanessa will keep Don/Linda informed of teachers missing pieces of a day as well. Amy plans to document student out of class time (due to behavior issues) as part of this report. This data will be presented to the Leadership Team monthly.</p> <p>An attendance protocol committee will be established soon. The purpose of the committee will be to oversee attendance and ensure that state attendance policies are being followed by AASD.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send out copy (draft) of discipline spreadsheet to Leadership Team members	Don Galloway	
Report behavior data monthly to Leadership Team	Amy Cohen Efron	
Report attendance data monthly to Leadership Team	Don Galloway	

LITERACY ANNUAL MEASURABLE OBJECTIVE

SANDY HUSTON

DISCUSSION	The ELA Annual Measureable Objective (AMO) has been adjusted to reflect the safe harbor status goal for AASD. The AMO is still a work in progress. Linda will be checking with her mentor on the highlighted portions of the AMO to ensure acceptable wording and timing.	
	The Language AMO has been moved and placed under the ELA AMO. The Language goals could not be a stand-alone AMO due to the requirement that AMOs must be measureable and research-based. While there is research out there to support our language objectives, the research is limited. Therefore, we have placed Language as a component of the ELA AMO knowing that it is still a critical and important piece of our instruction. Language instruction must still take place and be assessed. We currently use the CDI in lower grades and an in-house rubric for measuring language is being developed to use with older students.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check on wording/questions related to highlighted items	Linda Massenburg	

QUARTERLY ACTION PLAN

KENNEY MOORE

DISCUSSION	Vanessa Robisch and the content specialists have met and reviewed the Quarterly Action Plan (QAP). Looking at the needs of the school, they split the QAR into 4 different quarters based on needs and available resources. More information about the QAR will be shared with all staff soon.	
	One suggestion on the QAR was to post minutes of all meetings for stakeholders. This is now being done as minutes from the Leadership Team and Management Team are now being sent to all staff. The Leadership Team minutes are also being posted on the school's website.	
	One big component of our QAR was the need for data teams. Vanessa Robisch explained that data teams will be done through pod meetings. Linda, Helen, and Marrie will be providing training to staff about data teams.	

LEADERSHIP TEAM ACTIVITY

LINDA MASSENBURG

DISCUSSION	Linda led the Leadership Team in a review of our goals and purposes. We reviewed this meeting's agenda and looked at where time had been spent to help us prioritize future meetings.	
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Closing:

Kenney Moore will be presenting the current School Improvement Plan to the School Council on Thursday, September 03, 2009. Then, he will present it to staff.

The next Leadership Team meeting will be held on September 16th at 2 PM. The agenda includes reviewing the School Improvement Plan updates, and focusing on in-house and state assessment data.