

School: Wesley Elementary School

Date of Meeting: December 5, 2017

Time: 9:15 – 2:15

SDT Attendance: Tom Cannata, Elisa Sheffield, Judy David, Sue Thomas, Jenn Cecarelli, Melissa Prince, Ellen Lewonka, Jane Cooke, Rebecca Auperin, Eric Leaf

**SCHOOL-BASED DATA TEAM
Meeting Agenda**

Time Allotted	Agenda Item	Description	Expected Outcomes
9:15 - 9:20 5 Minutes	Review Norms & Welcome Meeting Norms: Allow all people to be heard, begin and end on time, use an agenda, disseminate minutes, support all members, frank conversation, keep confidential information to yourself, practice problem solving, use protocols, arrive to meeting prepared with agenda, data, etc., build consensus, and take on the big issues	Team will review established norms.	Team will apply norms throughout meeting
9:20 -9:30 10 Minutes	Review SDT minutes 10/25/2017 Review 12/5/2017 agenda Notes:	<ul style="list-style-type: none"> Team will review minutes from SDT and agenda for today's meeting 	<ul style="list-style-type: none"> Approval and/or clarification of minutes and agenda
9:30 -10:30 60 Minutes	IDT Update Notes: <ul style="list-style-type: none"> Refer to Grade Level IDT Summary files for additional information 	<ul style="list-style-type: none"> Team will share grade level data Team will review reports from IDTs 	<ul style="list-style-type: none"> Team will provide feedback to grade level IDTs and share effective teaching strategies. Identify/share celebrations and successful achievement
10:30 -11:00 30 minutes	Problem of Practice / Action Research Notes: <ul style="list-style-type: none"> Reviewed Action Research plan: Adult Action SMART goal: (for each identified issue) <ul style="list-style-type: none"> By December 2017, teachers will create at least 1 center within Guided Math that includes student to student discourse Teachers will plan 3 lessons each week with Student Discourse embedded in lesson - (i.e. Teacher led Guided Math small groups, morning discussions, Guided Reading, etc.) By June 2018, teachers will present growth mindset ideas 2 times per month 	<ul style="list-style-type: none"> Review Pop Review Action Research plan for 2017-18 Review Oct. Instructional Rounds Feedback Plan PD that will focus on Pop 	<ul style="list-style-type: none"> Team will review Problem of Practice and identify most effective strategies and professional development areas Feedback from recent Instructional Rounds will be shared Team will plan Action Research training that will be implemented with Pop

	<ul style="list-style-type: none"> • Check in with grade levels to see progress on meeting SMART goals • Goal 1: Different types of centers (games with partners, word problem centers, teacher facilitated groups that requires student to student discourse, dice games, spoon game, games with cards that required student discussion, EnVision center activities, etc.) • All grade levels have centers in place that require student to student discourse • This will be monitored and revised to expand and improve the amount and type of discourse required • Goal 2: This is being built in to lessons across different curricular areas (reading, science, math, Number Talks, writing, etc.) • Goal 3: Weekly posters and/or videos are being presented school-wide • Team shared feedback from instructional rounds • Close Reading strategies - reviewed and agreed on focus areas and notations that will be used school-wide • The top 7 will be used and room will be left for additional notations 		
<p>11:00 -11:30 30 minutes</p>	<p>School Improvement Plan (SIP)</p>	<ul style="list-style-type: none"> • Review revised SIP and identify revisions made to the plan for this school year 	<ul style="list-style-type: none"> • Team will have a better understanding of the revised SIP. • Team will review SIP Action Steps, Resources, etc. that will be implemented and tracked during the current school year
<p>11:30 -12:15 45 minutes</p>	<p>Climate Committee</p>	<ul style="list-style-type: none"> • Gratitude Turkey / Gratitude Lessons - Feedback/next steps • Choose Love Lessons • Charity Work • Mindset Assessment Profile - review results • Growth Mindset Lessons - lessons • Climate Survey 	<ul style="list-style-type: none"> • Review recent activities that focused on Gratitude. Identify next steps and implementation schedule • Review Choose Love curriculum and identify focus areas and ways to deliver lessons • Review Mindset Profile results and determine how this can be used to track DDT Action Research and improve fixed/growth mindsets • Review Climate Survey questions and determine focus area for Parent Engagement Goal
	<p>Notes:</p> <ul style="list-style-type: none"> • The students enjoyed having the Kindness Club come in and do these • Eric offered to have the Kindness Club do more of these 		

	<ul style="list-style-type: none"> Eric will review the Choose Love curriculum and select 2-3 additional lessons for the Kindness Club to present Charity - Toy Drive for Christmas This will be available until Friday 12/15 Reviewed the Mindset Assessment Profile scores for grades 2-5 Reviewed Parent Climate Survey 		
12:15 -12:45 30 minutes	Lunch		
12:45-2:00 75 minutes	DDT Action Research Plan	<ul style="list-style-type: none"> Review district Action Plan for ELA and Math Review NWEA MAP Skills format and layout Review questions from District PD (parking lot questions) 	<ul style="list-style-type: none"> Review of Action Research requirements Identify MAP Skills Mastery Checks that are aligned to grade level curriculum Assign Mastery Checks to Tier 2-3 level students
2:00 - 2:15 15 Minutes	<ul style="list-style-type: none"> Teachers reviewed DTT Action Research and how to use Map Skills Assessments and Mastery Checks NWEA Mastery Checks were assigned to classes in ELA and Math 		
	MISC		
	<p>Notes:</p> <ul style="list-style-type: none"> Spirit Week: <ul style="list-style-type: none"> Wednesday - Sports Gear Day Thursday - Holiday Spirit Day Friday - Hat Day 		
2:15 - 2:30 15 Minutes	Set agenda for next SDT meeting	Set agenda for December 2017 meeting	Agenda will be established
	<p>Notes:</p> <ul style="list-style-type: none"> 		