

Meeting #1 - Thursday, February 9, 2012  
3:30-5:30 at the District Office

## Notes

### Staff Present:

Kathy Lorson-Howell, Dawn Christiana, Caren Pitsch, Emily Jones, Jaylani Evans, Kate Baehr, Michelle Jacobs, Nicole Talley, Wendy Barrett, Sadie Kalstad, Luke Hostetler, Lisa Niva, Stephanie Johnson, Brian Rick (partial), Trina Hall

### Reviewed Membership: Equal representation and assurance of inclusion of specific groups

- Review of membership matrix to show representation across grade levels and content areas. Note: Nicole Talley (SB, Prin) and Lisa Peterson (NH, Gr3) need to be added to the matrix.
- Ex Officio District Administration Representation (Ralph Hayden, Jim Facciano, Brian Rick, Tanya Rowe)
- Middle School Teachers – we will work with the information from the MS Conference Committee to connect the work and inform regarding transitions from elementary to middle
- Ad hoc (along the side) work will be conducted to include special interest groups such as: ELL, Special Education, International Baccalaureate PYP Schools, Music, PE, Library Media, etc. The schedule for this work is in development.
- The Superintendent’s Parent Advisory Committee will serve as a representative group for parent input throughout the process.

### Introductions and Committee Norms for Collaboration

- We reviewed the Code of Cooperation and added thoughts and ideas related to items of importance for how we work together. Notes will be used to update the norms for review and agreement at next meeting.

### Program of Work:

- Calendar reviewed, logistics explained, work plan reviewed
  - Typo on Calendar: March 29 meeting is “extended schedule” and will begin at 12:30 and end at 5:30
  - June 28 is a full day meeting (6 hours of meeting time, with a one hour lunch); teachers may apply collaborative time make up to this day.
- As a committee we will work to understand the work done to date, plan for the involvement of others and review models of Elementary Standards Based Reporting Systems in the field.
- We will delve into three strands of research/study: 1) Family & Community Engagement, as related to Reporting Student Progress, 2) Understanding our Standards (Common Core State Standards and other State Standards), and 3) What is a Standards Based Reporting System
- Hopes and Concerns of Committee members were discussed, themed and shared
  - Hopes= Hope for an end product that includes the following aspects:
    - Easy to use, not time intense, clear, “parent/kid” friendly document, supported by “anchors/exemplars/benchmarks” for teachers, parents and students to

understand performance, shows progress over time, is accessible to all stakeholders over time, is visually friendly, on-line and accessible by variety of teachers/specialists from any access point, with multi age considerations, with true consistency and professional development

- Clear communication on our process
- Concerns= Concerns were shared around the following:
  - change is scary, how do we make it easy as possible
  - an understanding that not everyone will be happy, but making as many people as we can is important
  - developing consistency across schools or grade levels for reporting standards
  - meaningful and easy to read for kids
  - student information system and how we get that in place for staff
  - professional development is key – worry about not having systematic (calendarized) professional development that is supported and ongoing
  - transparency and early involvement of all teachers
  - concern that the move toward using the same assessments is a huge job
  - concern regarding IB schools reporting needs
  - alignment with WA Kids
  - communication along the way to help with the stress of change

#### Communicating and Representing:

- Discussion around the role of committee members
- Brainstorming ideas for clear and transparent communication with all stakeholders, especially teachers:
  - Committee Members-Roles/Structures
    - Clarity on what to complete before next meeting
    - Clarity on what to communicate with staff members before next meeting
  - Key points at end of each meeting will be summarized, with plan for communication
    - What/how to share out
    - With accountability defined
    - Clarity in communication
      - When info., when input-formally identified
  - Survey Monkey used for some 2-way communication
  - Meeting summary will be sent out following each meeting, with follow-up at school level by committee members
  - Meeting notes/minutes—template for note taker at meeting
  - Discussion board-linked to summaries
  - Summary and minutes will be sent out to committee members with a 24 hour window for revision suggestions, then sent out to all elementary teachers and principals, as well as posted on the committee website.

#### Homework:

- Read Chapters 1 and 3 (Getting Started and Defining our Purpose)  
Developing Standards-Based Report Cards by Thomas R. Guskey and Jane M. Bailey
- Read Chapters 1, 2, 3, 5 (A broader look at family engagement)  
Beyond the Bake Sale
- 24 hours to read the minutes, respond if revisions need to be made

## **Meeting Summary with Key Points:**

- Shared and defined our roles, hopes and concerns.
- Reviewed program of work and the charge of the committee to represent all schools.
- Discussed dissemination of communication to establish transparency for all.

## **Next Meeting:**

- Begin with a review of the history, products, etc. of previous committee work
- Debrief and build shared understandings around readings
  - Family engagement (Bake Sale)
  - Developing standards based report cards (Guskey)
- Overview of Common Core Standards

## **Facilitator To Do Items:**

- Send our date, time, invitation to Student Information System session on Standards Based Reporting Systems
- Find out if collaborative time make-up can be applied to afterschool committee time rather than being paid time at curriculum rate