Meeting # 6
Date: April 26, 2012
Time: 12:30-3:30
Location: District Office

Notes

Staff Present: *Luke Hostetler, Pam Pottle, Dawn Christiana, Michelle Jacobs, Stephanie Johnson, Lisa Niva, Wendy Barrett, Caren Pitsch, Sarah Kalstad, Jaylani Evans, Emily Jones, Jill Caldwell, Shirley Prichard, Kathy Lorson Howell, Lisa Peterson, Tom Gresham, Mike D'Hondt, Kate Baehr, Trina Hall*

Review of previous meetings and specifically the work completed with the PAC

Groups shared thinking:
- Developing understanding of a report card and a progress report
- Criteria look complete
- Time will be necessary for consistency of practice
- Knowledgeable parents providing feedback and wanting more communication
- Inconsistency across our reporting system were highlighted from multiple groups
- Report card as part of a reporting system
- Test data is important to our families
- Explanation of standards based reporting vs. A, B, C…
- Are we reporting daily progress or performance at a specific time
  - Will a report card report: performance, process and product at this time
  - A progress report to share progress over time
- Parents requesting 3-4 report cards with many progress reports

Questions: reference to family engagement in response to what is on the list.
- Which standards?
- Are anchors, benchmarks a criteria for the report card
- Do we need to back up and discuss the progress report vs. report card
- Can we continue to consider the role of anchor papers, benchmarks, etc. and their role as part of the report card, not separate?

Brief Plan or skeleton of PD for next year:
The work of professional development in aligning our standards will be a two year process.
(Handout "Process for Identifying Reporting Standards")

Report Card, Report Card Guide and Teacher Companion
Products as part of our reporting system

Draft of PD Calendar:
Four district half days and then school based times in between for collaboration
                How many standards do we want to have aligned by the end of the year?
- Identifying the standard and having staff align their understanding of each criteria for each score

Brainstorm the PD "skeleton" to add more detail:
- Soon- work with teachers about standards-based reporting vs. traditional report cards
- Work with teachers about progress reports and report cards
- PD to see the report card and understanding it (revisiting difference between standards based report card and standards-based reporting)
- Possible full day PD (cyclical model of a potential integrated day)
- Teacher/Family companion developed within the professional development
- Four half days for a grade level to provide consistent schedule for grade level collaboration
- We need to know the 4-6 standards first
- Need for Skyward training
- Progress monitoring for all students and we select points in time to collaborate around behavior expectations gradually developing the fall to the spring.
- Can we be strategic working K-5 or 5 down to K
- Could do content specific groups, but may miss those that could benefit most

Common, replicable process for collaboration, calibration
Consistent schedule for grade level collaboration (i.e. 4 sequential half days per grade level)
District-wide grade level experiences peppered with smaller grade level work as well
Coordination vertically

Specific SIS Information and Questions:
Four strands of training:
1. Introduction/attendance/general
2. Gradebook
3. Family Access
4. Report Card

Plan:
- June 2012: Introduction presentation with screen shots for informing of new system
- Fall: Introduction training
- "Just in time" training: How to do the report card…
- (Optional training for teachers "How to use the gradebook")
- February/March: Gradebook training for all for teachers to "dabble" in the spring
    - What is the expectation about when all teachers use the gradebook? (fall 2013, with family access turned on not before January 2014)

SIS Questions:
- How many people trained per session?
    - 20-25 people
- Can we do trainings the two before school teacher work days?
    - Still working to determine the possibilities
- All elementary teachers should do attendance, can attendance be taught "trainer of trainers" model?
    - Yes, secretaries, principals or teacher trainers could share whole staff in a short time
    - Goal to have all teachers take attendance with the SIS system

Summary of Training plan :
- In June we will have a common presentation delivered to all elementary staff with visuals of the SIS.
- In August there will be sessions available for 50-80 "early adopters" to learn the system components

- Those teachers trained in the SIS could provide a training for their school on how to log in and take attendance.
- Elementary will set a goal for all elementary teachers to have the three hour introduction training by the end of December.
- This input will be taken to Ralph Hayden for further development within the K-12 implementation plans

As a group, we can think of a progression of implementation.
- Fall conference with families
- Mid-year report card
- Goal of a spring progress report
*Contact teachers for fall progress report samples from spring 2011 or any used in 2012

Reporting Standards Ad Hocs & Workgroups:
Literacy: Dawn, Pam, Kathy, Emily and Stephanie-Sadie and Lisa
Math: Donna, Lisa P., Sadie, Tom
Science: Mike, Caren, Luke
Technology (reviewing SIS component): Mike, Jaylani, Caroline
Behavior: Ellen, Lisa P., Emily
Kindergarten: Caren, Michelle, Pam

Committees ready to start:
> **Literacy**: Starting point with draft documents
> **Math:** Mapped out a process for how to identify reporting standards to draft
> **Science:** discussed units and learning outcomes

This Spring:
May: Goal to draft the reporting standards
June: Kindergarten team can come together to create the Kindergarten report card

How could we provide PD for this spring?
Literacy grade level meetings?
- Demo with debrief
- Link to CCSS and review of all 10 "CCR" for literacy
- Connect Benchmark Literacy teaching strategies with CCSS
- Share "draft" literacy report card

Wrap up & Next Steps
Meeting Summary with Key Points:
- **Developed a professional development timeline for the next two years beginning with June district-wide PD**
- **Established dates for SIS training from June through December with Ralph's support**
- **Reviewed the PAC input around our work to date**
- **Discussed the idea of performance vs. progress reporting**
- **Determined ad hoc groups for the literacy/math and science in May**
- **Identified ways to involve teachers with our work: next grade level meeting**

Committee Member Homework:
If you have report card samples, report card guide sample, web pages, etc. please share those with Trina for future work.

Next Reporting Committee Meeting: Thursday, May 9, 2012