

Independent School District 318
Together, teaching and learning for life . . . to achieve excellence
Strategic Aims: Highest Student Achievement, Safe Environment,
Effective and Efficient Systems, Partnerships

District Shared Decisions Council Minutes, Monday, March 13, 2006

Present: Kathy Selmsler, Susan Marking, Sue Hoeft, Sue Miskovich, Nate Lyons, Harvey Hietala, Betty Brandt, Bonnie Johnson, Sue Mattson

The meeting was called to order by Sue Mattson.

Additions to the agenda: 2005-2006 Testing Calendar; March 10 Multi-District Workshop

Betty Brandt moved to approve the minutes of February 13, 2006. The motion was supported by Sue Miskovich. Motion carried.

Skills Tutor – Web-based Tutorial Program: Students begin at their independent skill level and work through the program independently. Each student has a password which can be used at school or at home. Subjects covered include math, reading, vocabulary building, and language arts. Students in grades 3-5 at Forest Lake and Southwest schools are beginning to use this programming.

Adequate Yearly Progress Plan: The National Staff Development Council's goals need to be reviewed by the District Staff Development Committee. Are we incorporating goals into our planning process for staff development?

Our progress/plan to address **special education reading strategies** needs to be communicated to regular education staff. What progress is being made to increase reading skills for special education students? The communication process from regular education staff to special education staff and vice versa needs to be identified.

Reading Strategies: What additional strategies are being implemented? How does staff communicate new strategies to the rest of the staff?

Professional Development: We should approve only goals that align with our district goals.

Early Out for Professional Development:

- Focus on district and building goals for reading
- Provide buildings an opportunity to work together to focus on student achievement
- Need to provide a format for the early out time
- Provide a timeline to accomplish and address the goals
- Need to provide guidelines for the early out time
- Need to have an established agenda
- Provide a ½ day, once a quarter
- Time needs to be well-planned
- Provide site teams time to share their focus and action plan
- Need to utilize and analyze data

- Goal should be a reading strategy focus
- Staff could share information and strategies gained at workshops
- Need a list of what should be covered
- Could develop a menu of items to choose from for the ½ day focus
- District Shared Decisions Committee needs to provide the direction

Building Site Team Planning:

- Determine a date for site teams to develop 2006-2007 improvement plans
- Need to review and update SMART goals
- Action plans need to be reviewed and updated along with building's staff development plan

Process for the Day:

- Review, analyze building and district data
- Identify data needed to analyze each building's goals
 - What are the gaps?
 - What does the data tell us?
 - Has there been growth?
- Review SMART goals
 - Update goals
 - Update action plans

Dates to consider for the full day training include April 21, April 28 and May 2.

- Need to reserve a meeting location
- Identify facilitators

Building site teams need their own improvement plan. They should bring data to the training that addresses their goals.

March 10 Multi-District Evaluations:

- Sessions were very positive, good strategies
- Good variety of workshops
- Workshops were of high quality
- Excellent inservice for substitutes

Next Meeting: Monday, April 17, 2006, at 7:45 a.m., in Administrative Services Conference Room 135.

Agenda items:

- ◆ Additions to the agenda
- ◆ Building Reports
- ◆ Site Team Training/Building Improvement Plans

Respectfully submitted,

Sue Mattson
Assistant Superintendent