



Dutchtown Elementary School  
Focus Team Meeting Minutes

Date: August 7<sup>th</sup>, 2014

Time: 3:00 – 3:45

Focus Team Name:

**Professional Learning Team**

Team members:

**Dr. Johnson, Dr. Korvayan, J. Hayes, Y. Hudson, Dr. Thompson, C. Thomas, S. Thurmon, K. Schmidt**

Attendance Signatures

<b>Dr. Johnson</b>	<b>C. Thomas</b>
<b>Dr. Korvayan</b>	<b>S. Thurmon</b>
<b>J. Hayes</b>	<b>K. Schmidt</b>
<b>Dr. Thompson</b>	

Focus Team Expectations:

**The Professional Learning Team expects to provide DES staff members with professional learning opportunities that will train them on best practices in science, writing, and math. The Professional Learning Team also expects to provide DES staff members with opportunities for development through collaboration with each other in both horizontal and vertical groups on the use of best practices in their classrooms, integration of curriculum, and numeracy. In addition, the team expects to provide the DES staff members with presentations from various experts in technology, writing, integrating writing across the curriculum, numeracy and building number sense, as well as STEM in the classroom, and differentiating instruction.**

Performance Smart Goal(s) discussed:

**DES staff members will become better equipped to teach writing through training in best practices.  
DES staff members will develop means to integrate writing across the curriculum through collaboration with their job Alike and vertical teams.  
DES staff members will become better equipped to teach math through numeracy/number sense training.  
DES staff members will become better equipped to incorporate technology through training in effective uses for technology.  
DES staff members will develop means to include STEM in their classrooms.  
DES staff members will develop means for differentiating instruction.**

Progress Monitoring (How will the team ensure that growth, or the lack of, is monitored? What will be the next steps if growth has or does not occur?):

The Professional Learning team members will monitor students' scores on the SLO assessments at each benchmark and compare those scores to previous benchmark scores to assess the amount of growth or lack thereof. The Professional Learning team members will run benchmark reports by subject in POINT following each assessment period and post the reports in the school's data room.

If growth has occurred, Professional Learning team members will shout, "Hooray!"  
If growth has not occurred, Professional Learning team members will seek out specific teachers using best practices relevant to the test scores and showing growth to provide opportunities for teachers without growth to observe them.

Timelines and artifacts that will be collected and submitted for documentation of goal(s):

Timeline:

August 11<sup>th</sup> Professional Learning Council Members will meet and develop the PL Proposal  
August 19<sup>th</sup> and 20<sup>th</sup> POINT Training  
August 26<sup>th</sup> Co-Teaching training  
August 27<sup>th</sup> Numeracy Training with Dr. Snell  
September 4<sup>th</sup> Personalized Learning Training with Aaryn Schmuhl  
September 17<sup>th</sup> and 24<sup>th</sup> vertical team meetings  
October 22<sup>nd</sup> and 29<sup>th</sup> Vertical team meetings  
November 19<sup>th</sup> Vertical Team meeting  
January 21<sup>st</sup> and 28<sup>th</sup> Vertical Team meetings  
February 25<sup>th</sup> Vertical Team meeting  
March 18<sup>th</sup> and March 25<sup>th</sup> Vertical Team meetings

Artifacts:

SLO assessment scores  
Professional Learning sign in sheets  
Job Alike Common Planning Meeting Minutes  
Lesson Plans  
Vertical Team Meeting Minutes

Process Smart Goal(s) discussed:

ALL

Progress monitoring (How will the team ensure that teachers are doing what is asked, needed, and meaning?):

Vertical Team Meeting minutes will describe the artifacts teachers share with each other and conversation that takes place as a part of their development.

How will team communicate goals, expectations, etc... to leadership team and staff members?:

The team will communicate goals and expectations by posting the meeting minutes on the school's website. The Professional Learning Team will share progress or lack thereof with the school's leadership team once a month at the leadership meetings.

