



Dutchtown Elementary School
Focus Team Meeting Minutes

Date: October 24, 2014

Time: 2:30 pm

Focus Team Name:

Point Focus Team

Team members:

S. Thurmon, Dr. S. Korvayan, Y. Hudson, J. Franzen, and M. Morris

Attendance Signatures

<u>Dr. S. Korvayan</u>	<u>M. Morris</u>
<u>S. Thurmon</u>	
<u>Y. Hudson</u>	
<u>J. Franzen</u>	

Focus Team Expectations:

1. The Point Focus Team expects to increase the use of Point by teachers for assessments to at least 2 times per month.
2. The Point team expects to begin the creation of benchmark assessments for each grade level to prepare for the writing element in the new Georgia Milestones Assessment. The Point Focus Team will begin with 5th grade and has a long term goal to include 4 benchmark assessments in all grade levels in the core areas of English Language Arts and Mathematics. This goal may take two years to obtain. *This goal is now under review to determine if the benchmark assessments developed by the HCS math and ELA departments will be able to take the place of creating DES specific assessments.

Performance Smart Goal(s) discussed:

1. The Point Focus Team expects to see a 10% increase in students' language arts and math scores on assessments including written response /explanation questions.
2. The Point Focus Team expects to see an increase in the frequency of students taking assessments in Point to twice a month or more.

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 Point Team will use student's scores from Point given assessments to determine growth. If growth does not occur the Point Focus Team will distribute a needs assessment to teachers and students to determine areas of weakness in the use of Point and work to correct those weaknesses.

The Point Team will develop an assessment calendar to hang near the master calendar in the data

room. The new assessment calendar will be available to teachers for recording assessments taken in Point or otherwise, as well as for recording if the students will take the test with paper (p) or technology (t). The Point team will use the assessment calendar as evidence of teachers and students use of Point for assessments.

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

The Point Focus Team will pull benchmark assessment data for language arts and math from each grade level for the previous grading period during the first week of each subsequent grading period.

Custom Reports will be created in Point for each grade level on the following dates:

- October 13 – first 9 week data
- January 5- second 9 weeks data
- March 23 – third 9 weeks data
- June 1st – fourth 9 week data

The Point team has created reports for the SLO data for each grade level in Point. The team will create teacher reports for each SLO and then run the reports for the benchmark assessments. In addition the Professional Learning Focus Team has asked for the reports to include subgroups (EIP, SWD, etc.). The Point Focus Team will create those reports as well and post them in the data room.

Process Smart Goal(s) discussed:

1. The Point Focus Team expects to increase teacher use of Point for creation of assessments to twice a month. The Point Focus Team expects to see teachers/grade levels monitor their own use of Point for assessment by recording assessments on the assessment calendar in the data room.

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

Team members will collaborate with the professional learning focus group to ensure that the goals of the Point team are included in professional learning sessions with the staff members. Protocols from various vertical teaming sessions will be collected as evidence of teachers incorporating assessments with the use of Point, as well as how teachers are using the data collected from the assessments to plan instruction and assist students in goal planning. The Point Focus Team will place an assessment calendar in the data room and use it to monitor performance goal #2 and process goal #1.

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

Goals, expectations, and meeting notes will be shared with the leadership team, staff members and stake holders through online posting on the school's website under the information channel at <http://schoolwires.henry.k12.ga.us/Page/60166>. The Point Focus Team will share evidence of growth or lack thereof at faculty meetings once each 9 week grading period. The Point Focus Team will teach the grade levels at common planning meetings on how to record their assessments on the assessment calendar.

Additional Notes:

- Point training dates were set for 11/19/14 and 12/2/14. Teachers are only required to attend one of the trainings, but may attend both. Training will be offered to teach staff members how to create manual tests and/ or how to run reports to review data. Teachers will bring with them the test questions they would like on a test to make the sessions practical. It was requested by the staff that step-by-step directions are available at each training. Ms. Thurmon will prepare those materials prior to the training dates.
- The Point Focus Team has decided to use the county created benchmark assessments in place of creating the ones planned for as Focus Team Expectation #2. There is still some concern about questions on the assessments, the amount of paper needed to print and copy assessments, and the amount of time spent assessing.

