



Dutchtown Elementary School
Focus Team Meeting Minutes

Date: December 11, 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

<i>Dr. S. Korvayan</i>	<i>M. Morris</i>
<i>S. Thurmon</i>	
<i>M. Morris</i>	
<i>J. Franzen</i>	

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.

12/11/14 The team reviewed the number of assessments given in Point per grade level.

The team suggested that running reports for science and social studies would more accurately show the frequency of Point usage. The following results were obtained from checking ELA and math assessments only:

Kindergarten is only using Point for SLOs and Mock Writing.

First grade has exceeded the goal with more than 2 assessments in some months.

Second grade met the goal for every month except November.

Third grade met the goal for every month except November.

Fourth grade met the goal for August and did not meet for any other month.

There are several other assessments in Point, but it looks like only on class took those assessments.

Fifth grade met the goal for August and September. There are some scores in for October, but it does not appear to be the whole grade level. They did not meet the goal for November or December.

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:

- The Point team discussed the latest information about 4th grade taking the Georgia Milestones all online. The team would like to help them prepare students by creating assessments with them in Point. The team will try to schedule to meet with the 4th grade team on our next meeting date – January 22.
- The Point Team collaborated with the CDIP Focus team by running reports to show how CDIP students are scoring compared to their peers.
- The Point team also discussed using the student profiles in Point to help with mentoring students during the goal setting period and helping teachers plan their IF time.
- The Point Parent Workshop was discussed further with the suggestion of including school initiatives for BYOT – Class Dojo and Remind with IC and Point. May need to partner with BYOT focus team to plan this event. When should this event occur? A Saturday? A weeknight? Food?
- Concerns over the place for citing evidence in a Point assessment and need of paper for students to record responses was again raised

