



Dutchtown Elementary School
Focus Team Meeting Minutes

Date: September 29, 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.

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

Process Smart Goal(s) discussed:

The Point Focus Team expects to increase teacher use of Point for creation of assessments to twice a month.

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.

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.

Additional Notes:

- The team discussed the use of the county created benchmark assessments as replacement to Focus Team Expectation #2. Most of the consensus was to use the assessments. There was some discussion about the benchmark assessments not encompassing enough standards or too many of the standards and that the team may wish to revise the benchmark assessments for DES. Concerns were raised about the inability to compare data with other schools taking the benchmark assessments, if that occurred.
- The team also discussed the new Georgia Milestones assessment and the necessity of the students taking the assessment on a computer. The team decided to add a performance smart goal to ensure that teachers are not just using Point to record/interpret data, but that students are taking the tests in Point more frequently to help prepare them for online assessment.
- Point training dates have been delayed until later in the semester to allow for other previously scheduled professional learning opportunities.
- At this time, it appears that teachers are using Point more than twice a month. SLOs, benchmark assessments in math and EIA, as well as the mock writing scores have been

recorded in Point so far.

