

FOCUS Leadership Team Meeting Minutes

Team Members present: Julie, Kristil, Kelsey, Barb, Kevin, Rachel & Sophie

AGENDA:

- **Kristil first passed out the agenda that first recapped what NCA has covered this year with the Focus Leadership Team:**
 - **Mission and Vision**
 - **Focus of the Leadership Team**
 - **Communication Tools**
 - **Leadership (Focus) Team**
 - **Roles and Responsibilities/ Fidelity**
 - **Rubric as Framework and Evaluation→ Quality Control or Work**
 - **Record of Continuous Improvement**
 - **Framework and Record of Continuous work and Progress**
 - **Data**
 - **5 Types of Data based on needs assessment**
 - **Review Recent Data and Dig Deeper**
 - **Evaluation and Decision Making**
 - **New MCA Data**
 - **Growth Scores**
 - **Grade Level and Categorical Data... vs. MN State Scores**
 - **Trend Data**
 - **Comprehensive Needs Assessment**
 - **Determine Root Cause**
 - **DIE Protocol- Describe, Interpret Evaluate**
 - **T-Chart- Compare/Contrast**
 - **Develop Hypothesis**
 - **Determine Possible Needs and accept possibilities**
 - **Prioritize**
 - **Fishbone Protocol**
 - **Curriculum**
 - **Instruction**
 - **Assessment**
 - **Professional Development**
 - **School Culture**
 - **Classroom Management**
 - **Data Systems**
 - **Research**
 - **Study and Review**
 - **Decision-Making**
 - **Determination of intervention Strategies**

- **Determine Useful Interventions**
 - **Practice Profile- Develop and Implement**
- **Plan-Do-Study-Act Cycle**
- Currently our Focus Team is working on **Determining Useful Interventions for the NCA Practice Profile** to later implement these interventions in our Classroom Instruction.
- Focus Team discussed what our 'Core Characteristics' should be and include 'Instructional Strategies or Practices' along with a 'Rubric' to rate the level of achievement for teachers to determine learning.
- Development of the NCA Formative Assessment PRACTICE PROFILE: Evidence of Learning along with establishing a Rubric to rate level of demonstrating these Core Characteristics: Exemplary, Satisfactory, Unsatisfactory
 - **Core Characteristics of Practice Profile Developed:**
 - **Intentional Questioning-**
 - Tool used: Question Creation Chart- Rubric for Higher Ordered Thinking developed
 - **Depth of Learning-**
 - Tool used: Task-Oriented Question Construction Wheel (based on Bloom's Taxonomy)
 - **Explaining Thinking-**
 - Tools used: Task-Oriented Question Construction Wheel (based on Bloom's Taxonomy)
 - **Standards Based Teaching**
 - Tools used: Minnesota State Standards

Next Meeting Agenda:

- **Review the Development of the Practice Profile along with the Core Characteristics. Focus Leadership Team would like to find a time to share these Practice Profile Core Characteristics with the rest of the staff.**
- **Methods of Evaluation is the next step in the development of the Practice Profile. *Peer Coaching is one suggested method to evaluate how the teachers are applying the Core Characteristics of the Practice Profile based on the rubric that has been developed.**

Next meeting: May 11th at 3:15pm in Mock's Lab @ New Century Academy