

## **BLT MEETING MINUTES**

**February 7, 2017**

Dodge City Middle School BLT met at 3:30 p.m. on Tuesday, February 7, 2017 in the DCMS library conference room.

### **RESPONSIBILITY OF BUILDING LEADERSHIP TEAM**

- **INDICATOR 43: The Leadership Team serves as a conduit of communication to the faculty and staff. (43)**
  - Provides leadership for accomplishing school target goals associated with school improvement.
  - Insures that the building engages in a variety of evaluation tasks—those that help determine the goals, those that help inform progress and change and those that benchmark success (i.e., student achievement, school climate)
  - Reviews and approves Title I Programs including evaluation strategies and budget.

### **AGENDA ITEMS**

#### **I. Team/Guest Attendance**

- **INDICATOR 42: A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting). (42)**
  - Team Members in Attendance: Michael King, Pam Algrim, Faye Wells, Deb Keitel, Carrie Boles, Donna Johnston, Andrea Keck, Lisa Pelton, Sarah Schaeffer, Kevin Self and Traci Small.

### **READING OF BLT MINUTES**

- Minutes from the January 10, 2017 meeting were reviewed and motion was made by Traci Small to accept minutes as written and seconded by Sarah Schaeffer. Minutes were approved as written.

### **STUDENT COUNCIL REPORT – Alondra Valle**

- Alondra Valle reported that DCMS STUCO sponsored a food drive for Manna House. Teams competed for pizza parties. The food drive was a great success!
- STUCO will sponsor a dance on Friday, February 10th from 7:00-9:00 p.m.
- STUCO proposed that they continue to sell the Hot Cheetos until they are gone. BLT unanimously agreed.

### **CELEBRATE RECENT SUCCESSES**

- **Implementation of Goal One: Establish a foundation for reporting student progress through individual plans of study and a means to communicate student progress to parents.**
  - AR<sup>2</sup>C Student Portfolio is completed with grade level standards.
- **Completion of Goal Three: To develop math and reading learning standards for each grade level that are concisely, written descriptions of what students are expected to know and be able to do at a specific stage of their education.**
  - [See Grade Level Learning Standards](#)
- **GOAL ONE: It is our goal to increase the number of innovative approaches to education by leveraging and connecting the many settings and times in which children learn and grow to create seamless complementary learning systems that place families as core partners in the learning process.**
  - Community Involvement Progress Report
    - Academic Conferences

- [Take Your Parent to School Day Established with Ticket Out the Door](#)
- (Friday, February 10 – 8th Grade Advisory Assembly)
  - High School Curriculum Presentations
- Ticket Out the Door will be taken home for completion and returned to the office for two non-uniform days. Purpose is for student and parents to reflect on the day.

### **REVIEW OF PLC MINUTES AND APPROVAL**

- **INDICATOR 46: Teachers are organized into grade-level, grade-level cluster or subject-area Instructional Teams. (46)**
  - Coaches will attend leadership meeting. PLC minutes respond to coaching comments.
  - PLC minutes were reviewed by BLT members and motion to accept minutes as written was made by Sarah Schaeffer and seconded by Traci Small.
- **INDICATOR 45: The school's Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs. (45)**
  - Team Leaders Meeting – Movement toward our school improvement plan.
  - Grading practices were a focus of concern.
  - Team Leader Meeting minutes reviewed by BLT members and motion to accept minutes as written was made by Sarah Schaeffer and seconded by Traci Small.

### **REVIEW OF SITE COUNCIL MINUTES**

- [See Site Council Minutes Recommendation for Soft Skill Development](#)
  - **Section B, set 6-8**
    - Analyze personality traits, personal strengths, weaknesses, interests and abilities.
    - Inventory personal preferences.
    - Describe benefits of various personal qualities, (for example, honesty, curiosity and creativity).
    - Describe benefits of reflecting on personal thoughts, feelings and actions.
    - Identify self-enhancement/self-preservation strategies.
    - Identify common resources and role models for problem solving.
    - Recognize how behavioral choices impact success.
    - Identify additional external supports (for example, friends and inspirational characters in literature, historical figures and media representations).
  - **Section C, set 6-8**
    - Analyze factors that lead to goal achievement and success (for example, managing time, adequate resources, confidence).
    - Describe the effect personal habits have on school and personal goals.
    - Identify factors that may negatively affect personal success.
    - Describe common and creative strategies for overcoming or mitigating obstacles.
    - Explain the role of practice in skill acquisition.
    - Design action plans for achieving short-term and long-term goals.
    - Utilize institutional, community, and external supports.
    - Establish criteria for evaluating goals.
- Site Council minutes were reviewed by BLT members and motion to accept minutes as written was made by Traci Small and seconded by Sarah Schaeffer.

## **TITLE 1 VISIT**

- BLT Members Pelton, Self and Small participated in the Title 1 visit. Agendas and minutes must be posted on KanStar Website.
- Document school improvement on website.

## **FACILITIES UPDATE**

- Bus Loading Procedures – Members reviewed map of school grounds.
- Exit Building through Staff Entrance – Starts February 15
- Jay Walking (Students Crossing Street at Crosswalks) Students must cross at the light.

## **MUSIC FESTIVAL**

- Board Approved for Two Years
- Worker Assignments – Jessica Ralston will have worker assignments.
- Review of Worker Responsibilities (March 1 Faculty Meeting at 7:30 A.M.)
- Use of Rooms & Room Assignments will be emailed to staff. Facility map was provided to members.
- Minimum of 10 extra duty to work the festival. ARs and timesheets will be needed.

## **INDICATORS TO ASSESS-CREATE-MONITOR**

- **INDICATOR 1570: The school regularly communicates with parents about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning). (1570)**
  - [See Student Led Conferencing Timeline & Resource Link](#)

## **Assess Indicators**

- **INDICATOR 3410: The school implements a system-wide monitoring process (such as practiced in Kansas MTSS) that utilizes collaborative instructional teams who meet regularly to review student data from screening, progress monitoring, and outcome assessment to identify next steps for instruction for students across all tiers.(3410)**
- **Review Indicator 3410 MTSS PLC Essential Questions**
  - What are the tiered systems we currently have in place?
  - How long are students staying in tier 2 or tier 3 programs?
  - How many students are currently transitioning out of our tiered programs?
  - What criteria do we have in place to determine when a student transitions in or out of tiered support?
  - How do we get students to understand why their need for tiered interventions?
  - What methods or criteria are we using for screening new students for data driven placement into specific tiered support?
  - How do we insure that new students are placed correctly? Send ID #s to Robyn & Erica.
  - How do we determine the effectiveness of our school day interventions?
- Review RTI School Schedule Proposal by Pam Algrim
  - [RTI Block Schedule](#)
  - 3 day rotation – PE & Connect will have to be incorporated.
  - Will try to build within our current schedule.

### **Priority Three: READING COMPREHENSION 2017 – 2018**

- Possible Teach Like A Champion
- Possible School-wide Literacy Program
- Possible Teach for Understanding
- Members will discuss this with their team and decide which book they would like to read.

### **Create Plans and Tasks for Indicator 2880**

- **INDICATOR 2880: The school provides all staff high quality, ongoing, job-embedded, and differentiated professional development. (2880)**
- **Goal Two: Plan and provide learning experiences using effective research-based strategies that are embedded in best practices, including the use of technology.**
  - PLC Recommendations for Indicator 2880
    - PLC Leaders would like to make a recommendation to BLT to go back to growth mindset PD, the Mindset Maker series for staff. Rotate every Tuesday with technology.
    - There was also a request for consideration of a staff retreat for the 2017-2018 kick-off.
  - Team Leaders Recommendation for Indicator 2880
    - With our current professional development, we have received all that we need for the e-portfolio and are now in the implementation stage. What do we look at for the rest of the year? How do you feel about Mindset Maker?
    - The general thinking was that Mindset Maker benefits both teachers & students, but teams will need more resources, curriculum, activities, more APPLICATION.
    - The suggestion was made that teams would really like to have available a resource bank of videos, Ted talks, activities, team building games, etc. to pull from for each of the 3 different grade levels. This could be something the instructional coaches could create for them?
      - New Resource Website for Growth Mindset
        - Continue the current technology professional development every other week with Kara based on each team's needs.

### **TEAM REPORTS**

- Olympian Team – Nothing to report
- Spartan Team – Nothing to Report
- Odyssey Team – Nothing to Report
- Voyager Team – Nothing to Report
- All Star Team – Nothing to Report
- Defender Team – Nothing to Report

There were no additional items for discussion and the meeting was adjourned. The next scheduled BLT meeting is March 7, 2017.

Respectfully submitted,  
Deborah Keitel

