

School Name:		
Meeting #1 - October		
Date: October 7, 2019		
In Attendance: Jereme Donnelly, Audrey Arnold, Patricia Grassy, Cassi Radich		
Meeting schedule: Next Meeting Monday Dec. 2nd @ 8:15a.m.		
Comprehensive Needs Assessment Information		
Needs Assessment Type: ANET		
Year: 2019-2020		
Identified Priority Needs:		
Data Analysis		
a. Review baseline MAP data ("Fall Baseline") b. Set mid-year MAP targets ("Winter Target") c. Update monitoring record data tabs		
Based on this data, list the adjustments (if any) you will be making to your action plan.		
Plan Implementation		
Professional Development - Collaborative team cycle - i-Ready PD - Kagan - Leadership Team Book study - ELL Instructional rounds - PLC Summit in Summer 2020		
Progress	Barriers	Next Steps

<ul style="list-style-type: none"> - Collaborative team cycle started on own for the first time last week, admin/strategists attended and gave feedback, next week focused on unwrapping standards - About 15 people attended Kagan training at another ES on an optional basis - MLK Leadership Team book study, Learning by Doing, going well - Team is completing the activities suggested in the book and are holding discussions based on what is inside the book - Admin holding discussions with MLK Leadership Team regarding what kind of supports they need to help their grade levels - Focus on CT meetings starting and ending on time 	<ul style="list-style-type: none"> - Protocols were established yet not followed closely -Admin had discussions about following protocols - Barrier for not having more staff attend the Kagan training was that it was held on a Saturday. We may have had more staff attend if we paid staff to attend; we paid for the cost of the PD though -The Kagan training was 8 hours and how do we convert the 8 hour training into a PD for the staff? - How to prioritize our time during our MLK Leadership Team meeting to focus on work that will move MLK forward academically - MLK has a lot of long term substitutes, which they have different contract hours than a licensed teacher, hence the long term substitutes are not always present at the beginning of a CT 	<ul style="list-style-type: none"> - After unwrapping standards leadership team create expectations for posting learning objectives and conduct trial and then provide PD on how to - new teachers to complete i-Ready reporting PD soon - Expectation moving forward is that each grade level will use at least one Kagan structure once a week. The Kagan structure will be decided upon by the grade level team during their weekly CT time when unwrapping standards - Focus the MLK Leadership Team meetings on the items in the book, Learning by Doing - MLK pays long term substitutes an extra hour each week to come in early
<p>Family Engagement</p> <ul style="list-style-type: none"> - Monthly parent meetings - Math & Science family engagement day - Family literacy nights - FACES 		
Progress	Barriers	Next Steps

<ul style="list-style-type: none"> - 3 Title I parent meetings: First meetings was focused on K; Second meeting was focused on the annual changes/data results; Third meeting was focused on attendance - More attendance at parent meetings than in the past because parent meetings are being held now in the mornings after arrival - New administrative team is working to create a more positive environment. Parent meetings are now held in library instead of the MPR because it feels more welcoming, parents are welcome to walk through the front doors of the school, and staff are welcoming and smiling to parents as they enter. The administrative team is present at the parent meetings and speaks with the parents - Reading Under the Stars was Sept 27 and many families came out to receive a free book, eat food together, and build relationships with each other and with MLK staff - Trunk or Treat is at the end of October and MLK's business partner, Wyndham, will be joining MLK staff in promoting a safe environment where families can come to MLK to take free candy - FACES presentations are scheduled monthly until May. Parents like the FACES trainings 	<ul style="list-style-type: none"> - Not all parents are available to attend meetings due to work, taking care of children who are not of school age, etc. - Some parents may be thinking they cannot come in due to them not speaking English 	<ul style="list-style-type: none"> - Ordering signage to place in the hallways to help guide families so they know where to go and that they are welcome - Building a positive culture at MLK with students, staff, and families. Doing things such as designing t-shirts, redecorating and enhancing MLK's physical appearance, etc. - Continue to advertise the parent meetings through the Parent Links, through grade level newsletters, and on MLK's website - Creating a new MLK website and keeping it updated - Goal is to have all staff members using Class Dojo to communicate with families
Curriculum, Instruction, Assessment <ul style="list-style-type: none"> - Rigorous literacy and math instruction - Growth monitoring and standards mastery i-Ready - Strategists/admin mentoring and support - i-Ready for 30 mins daily - Tutoring - Common grade-level intervention block 		
Progress	Barriers	Next Steps

<ul style="list-style-type: none"> - Teachers feel that i-Ready is a great resource yet has to be supplemented with other instructional materials - Collaborative teams will be focused on ensuring the curriculum hits all the learning objectives - RBG3 literacy specialist has been pulling 2nd and 3rd graders to support - Learning strategists working with 1st, 4th, and 5th grade students - In regards to supporting grade level CTs, the administration, literacy specialist, and the learning strategists are all attending targeted CTs and supporting them for success. CTs are focusing on unwrapping standards during CT time and using at least one Kagan strategy a week - Common grade level intervention block starting - RTI team is supporting intervention - PD done by 2 strategists on RTI for whole school and RTI team has one representative from each grade level and meets weekly 	<ul style="list-style-type: none"> - Focus during CTs needs to be shifted on unwrapping standards to improve Tier I instruction. Barrier is there is so much to discuss and agree upon, when do the teachers have time to discuss the whole CT cycle when as a school, we are focusing on unwrapping standards - i-Ready does not cover all the Nevada Standards and some staff are unsure where to find instructional materials to support the learning around the Nevada Standards - Literacy specialist and learning strategist are pulled in many directions during the school day 	<ul style="list-style-type: none"> - K-5 Mountain Math materials have arrived for all teachers in grades K-5. PD for the whole staff will be soon - 5th grade team to conduct model school walks with a strategist/admin and then do follow up conference about it in November or December - Tutoring starting the end of October - First i-Ready growth monitoring scheduled for this month - Build a culture of collaboration at MLK where staff discuss ideas during the unwrapping portion of the weekly CTs. Staff discuss how to teach the Nevada Standards whether using i-Ready or other instructional materials - Making sure the staff knows what the administration, the school counselor, the literacy specialist, and the learning strategists do - currently some staff are being pulled to work on items that they are not responsible for such as learning strategists handling behavior concerns
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Quarterly Progress Update

Post the following to school website by September 30

- Quarterly Progress Update #1
- Presentation with required elements
- Sign-in sheet
- Parent meeting agenda
- Parent letter

Review requirements for Quarterly Progress Update #2

Post Quarterly Progress Update #2 to school website by October 31