

Memorial Middle School
Site Council/AVID Site Team Notes
10/15/2015 1:00 p.m. - 3:30 p.m.

Team Members:

Ken Gilbert (Facilitator)	Michael Ann McIlvenny (Note Taker)
Ryan Graham	Joe Meekins
Katie Louk	Suzanne Smith
Jana Swearingen	Kilee Sowa
Jared Hinkle	Michelle Meekins
Liz O'Donnell	

Norms

The team discussed what norms they wanted to use for this team. They include the following:

- Notes taken and distributed
- Tasks are outlined and publish timelines and outcomes
- Consider using a time keeper
- Start on time
- Cell phones will be used in a professional manner
- Meetings will be schedule from 1:00 p.m. to 3:30 p.m.; the goal is to end at 3:00 p.m.
- Staff are provided with a four hour sub to cover the meeting AND the time it takes to prep and do follow up task for this team

School Report Card (Report Card Attached)

The data for today's meeting is the school report card that was released to the public on 10/15/2015. When Ken was asked to write comments about the students' performance on the report card he had not seen the data that was available today.

- The team discussed the bright spots on the report card and areas of concern.
- We don't believe the ELL numbers are correct; we don't have 8% of the students at Memorial identified as ELL

AVID Implementation

The team talked about issues, concerns, thoughts and ideas about implementing AVID at Memorial Middle School. Some of the discussion included:

- Identifying appropriate students for the AVID elective
- Ways to recruit students and motivate them

- Ryan shared a decision matrix that quantifies who may be a good candidate for AVID based on risk factors
- How do we determine they are individually motivated/determined to be in AVID?
- What will school-wide AVID look like verses the AVID elective; support from tutorology
- 99% of the students in tutorology are in mathematics

Continuous Improvement Plan (CIP)/PBIS/AVID Site Plan (all three plans are attached)

There are three parts to a school improvement plan; academics, behavior and community involvement. The academic goal will be addressed through the AVID Site Plan and is attached. The behavior goal will be addressed through the PBIS Building Plan and then the community involvement goal is documented in the CIP.

Academic Goal - we will implement the AVID Site Plan. The AVID plan addresses ways to close the achievement gap for students who have risk factors that may affect their achievement. The team discussed Essential #5 in the AVID planning document which is organization. The discussion included the following:

- We need to add "why" we are doing this to the document
- Planners need to be taught! Success starts with being clear about what we want the planners to look like, defining the roles of the teacher, students and parents. We will be using November 2nd to train. The team members interested in doing this work are Kilee, Jana, Michael Ann - if others are interested please let us know. We will start with the power point slide that Kilee shared with the staff at the September inservice. There are lots of ideas of how to implement this - the small team will run it by the full team before rolling it out to staff.
- Other professional development will include High Leverage Practices that Ken and Michael Ann were asked to do will be done on November 2nd.

Behavior Goal - there was an increase in red zone students last year even though the overall referrals have been going down. The goal this year is to reduce the red zone students by 50% by increasing yellow zone supports. Also, we are addressing chronic attendance issues; so far the work is paying off and fewer students are missing school.

Community Goal - we have put out a strong effort to involve parents and community members in our school, however, we would like more of their presence in our school on a regular basis. In addition to the things listed in the goal the team brainstormed some additional ideas: work with the Albany Public Schools Foundation to increase business and church volunteers, talent show - the staff will participate this year, career club, YMCA mentors, guest speakers from banks, ABC House and APD to name a few. This page will be revised and redistributed to the team.

Agenda for Next Meeting - Next Meeting November 13th - Home Ec. Room

Continue to work through the AVID site plan

Review the exit tickets or some type feedback from November 2nd Planner Training

Talk about timelines and expectations for planners with students - how do we want to monitor this; support this; encourage this; reward this?

Review PBIS data

Parkrose AVID Site Visit

Math Studio - Professional Development

Future Agenda Items

Plan for the February 1st Professional Development Day

Plan for AVID Training in Denver - July 6, 7 and 8, 2016