

Minidoka County School District
Admin Retreat Agenda
July 31, 2017

Minutes: Ashley

Timekeeper: Sherry

Opening

Purpose: To develop a plan for improving Effective Instruction

Outcomes:

1. Identify two areas of focus that each building can choose from to have staff include in their IPLP.
2. Develop a basic Instructional Sweep Form
3. Brainstorm Teacher Self-evaluation Survey questions

Business

- Agenda Handout Review (hand out new agenda format)
- Business Q&A (separate paper with business items)
 - Carpooling for those going to Truancy Court Conference on August 8
- Admin Meeting-Monday August 7, 8-10

Learning - 9:00

Topic: Collaborative Meeting Norms/Goals

Group Configuration:

Provide Copy of Collaborative Norms

Individually - review the norms

Individually - select one norm you want to work on this year. Why?

Group: Share individual goals with group

Discussion - 9:30 - 10:15

Topic: Effective Instruction Focus Areas

Outcome: Determine two areas to focus on for effective instruction

Group Configuration:

Protocol:

- Review June Meeting [Minutes from Retreat](#)
- 2 Posters one with Posted Objectives, Student Engagement, Formative Assessment - Any additional topics?
 - Dot vote on what two topics to focus on this year - considering ease of measurement
 - Decide which two

Our goal is to increase effective instruction. Does your agenda reflect what your focus is on the board meeting agenda. The board wants to know what is happening at each school. The board

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wants two presentations each month (teachers will present what they're doing in the classrooms). The board wants to acknowledge the teachers that share, and then those teachers' name will go into a drawing (Sept-Dec) for a 9.7-inch iPad Pro for personal use.

Our goal for the future is to improve effective instruction-

- Kids Deserve It!
- Student Achievement
- Establish culture of learning
- Focus on Learning
- Improve Learning

1. Posted Learning Objectives
2. Student Engagement
3. Formative Assessments
4. Meaningful Interactions/Culture
5. Beginning, Closure Lesson Structure transitions
6. Reading & Writing in every lesson
7. Empower Students toward discovering solutions
8. Teacher Competence and confidence
9. Shift from instructional seep looking at the "teacher" to "how the students are learning"

Top 3

- Reading & Writing in every lesson (also add Math)
- Lesson Structure- Beginning , closure
- Meaningful Interactions

Would like some data/research on the "topics" selected to focus on. Is there research that shows it will make an impact?

- Determine how to best measure (with your shoulder partner) - post its - record recommendations
 - Reading & Writing in every lesson (also add Math)
 - Observation
 - Lesson Template
 - Not have a uniform lesson plan, but reading/writing should be noted on the lesson plan
 - Self-Reflection Checklist
 - Student Artifacts
 - Teacher Identified Standards
 - Lesson Structure- Beginning , closure
 - Observation
 - Lesson Template
 - Self-Reflection Checklist

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- *Meaningful Interactions*
 - *Survey (students, staff)*
 - *Observation*
 - *iWalk Report*
- *Focus by trimester*

Break 10:15 - 10:30
Discussion - 10:30 - 11:30

Topic: Instructional Sweep Form

Outcome: Brainstorm ideas for observing selected focus areas

Group Configuration:

Protocol:

- Divide into two groups (one for each topic).
- Discuss and identify various categories within each topic.
- Discuss and post observable items for each category to be included on the Instruction Sweep Form.

Brainstorming 11:30 - 12:00

Topic: Staff Effective Instruction Survey

Outcome: Brainstorm questions for effective instruction survey for staff to complete.

Survey to be anonymous and for District evaluation only - NOT teacher evaluation.

Twenty questions total

Group Configuration: Six groups of three

Protocol:

Each group develop four or five questions.

Groups of three combine into three groups of six and eliminate duplicate questions.

Group: Share out questions with the group and again eliminate duplicates.

Questions will be shared with staff for input. Feedback due by August 31 to DSC.

Lunch - Frisbee Golf Tournament - 12:00 - 2:00

Lunch (sub sandwiches, pasta salad, etc.)

Frisbee Golf Tournament - Teams of 4 - Best shot - winning team gets recognition.

Back to School Admin Participation

Next Meeting Date: August 7, 2017 - 8:00 am @ DSC

Minutes:

Timekeeper:

Agenda Items: