

Student Improvement Leadership Team

Tuesday, June 10 & 11, 2008

Members Present: Mr. Hill, Rob Anderson, Krista Frechette, Alicia Fischer, Sherry Augst, Don Myhre, Kip Sackett, Albert McGee and Kris Johnson

Day One Agenda

Approval of 5/20/08 Meeting Minutes

- A motion was made and approved to accept the minutes from the May 20, 2008 SILT meeting.

New Site Goals

- Site Improvement Plan Goals for 2007-2008 were reviewed.
 - **Objective #1: OALC students will increase the average BST reading score by 3%.**
 - Year 3 of the 3 year goal cycle.
 - Action plan steps were achieved. The average BST reading score increased by 4%. In addition 60% of the students who were enrolled in the BST prep class passed the BST reading test.
 - **Objective #2: Improve student attendance rate by 2%.**
 - Year 3 of the 3 year goal cycle.
 - The student attendance rate improved by 3%.
 - Chronic absences and truancy numbers decreased.
 - Discussion included:
 - Areas for growth and improvement: Developing enrichment opportunities that reflect the OALC's ethnic and diverse population and recognizing perfect attendance success each grading period.
 - We need to clearly identify staff responsibilities and duties for next year especially with fewer staff - Example: Who is responsible for tracking perfect attendance? Who is responsible for recognizing perfect attendance?
 - Increase in 1-3 day absences: Do we need to revisit the attendance policy?
 - What are realistic expectations for this goal?
 - Celebrate our successes! Compared with other ALCs we have a great attendance rate.
 - Possible source of comparison data: look at improvement based on student attendance before and after enrolling at the OALC.
 - **Objective #3: In order to provide cultural richness and awareness for all students and staff, the entire staff will participate in cultural competence training, provide cultural activities and/or lessons for our students, and create a safe environment that will not tolerate any forms of harassment.**
 - Year 2 of the 3 year goal cycle.
 - Discussion included:
 - Areas for improvement and growth: Identify more specific action steps for this goal; provide more staff inservice and training; revise harassment packet process; and develop a plan to effectively address identified diversity issues with our students in a safe and open environment.

***See following notes on proposed changes and additions to Objective #3.**

Notes on Objective #3:

Brainstorming – How do we effectively involve students in addressing diversity issues?

- Mr. Hill first shared information about the diversity training that system leaders are participating in during the 2008-2009 school year. Five days have been dedicated to issues concerning racial, gender and socio-economic diversity.
- Mr. Hill then asked SILT members to share their ideas about how to address these same issues with our students. Ideas from this brainstorming included:
 - Small groups of 8 to 10 (or 12) students with 2 facilitators.
 - Small groups that provide a safe environment.
 - Trained facilitators.
 - Build community and trust.
 - Off-campus site.
 - Fish bowl discussion model with diverse groups of students.
 - Facilitators use a common language.
 - There is no “right” way to reach this goal.
 - Off-site activity and picnic.

Changes and additions to Objective #3:

- **Proposed revision of goal statement (provided by Krista):**
 - Provide a safe environment in which no forms of harassment are tolerated and that promotes cultural richness and awareness for all staff and students including activities/lessons that focus on and celebrate diversity.
- **Proposed revision of action plan steps:**
 1. Provide small group(s) opportunities to discuss gender, race and diversity issues during Advisory 1st trimester.
 2. Administration and staff development teams will collaborate to provide 2 all-school speakers on diversity for OALC staff and students.
 3. Provide racial, sexual harassment, and bullying packets for students to complete and discuss with a student learning advocate, administrator, or counselor.
 4. Cultural Liaison visit classrooms and facilitate discussion groups. **(No changes.)**
 5. Collect data on the number of referrals regarding harassment issues to see if incidents of harassment have decreased. **(No changes.)**
 6. Conduct survey to determine school climate. **(Delete.*)**

*After discussion about the challenges of collecting data on school climate issues (subjectivity, transient population; personal growth v. statistical data) it was determined that a survey would not be included as part of the action plan for Objective #3. Mr. Hill will explore possible ways in which a survey could be used as part of the small group discussion opportunities.

Diversity Awareness Processes to be added to the Student Handbook

- Mr. Hill will prepare a draft of the suggested small group discussion process for use in advisory and the intervention process.
 - Advisory small group discussion will be open to all students.
 - Intervention process:
 - Disposition
 - Packet (district)
 - Discussion and follow through with learning advocate, administrator or counselor.
 - STEPS – share and review plan.
 - Student encouraged to participate in diversity group facilitated by cultural liaison.

***Recommendation for all objectives and action plans: regular update and review of progress at monthly staff meetings.**

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Wednesday, June 11, 2008

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Day One Agenda Continued:

Continuation of 2008-2009 Site Improvement Plan Goals

- Follow-up on Objective #3 discussions from Tuesday: Mr. Hill shared data on the ethnic suspension rates based on a three year comparison (2005-2006, 2006-2007 and 2007-2008).
- Objective #2 (attendance) and Objective #1 (BST reading scores) will be carried over into the new goal cycle with revisions as needed. Notes on the objectives follow.

Changes and additions to Objective #2:

- **Proposed revision of the goal statement:**
 - The OALC average student attendance rate will meet or exceed 80%.
- **Proposed revision of action plan steps:**
 - Discussion included: What intervention steps will be taken if students do not meet the attendance goals? Who will be responsible for each step in the process? How will the data be collected on student attendance (and credit earning)? **Revised action plan steps:**
 1. Make students/parents aware of the attendance policy at the student orientations in August and throughout the year. **(No changes.)**
 2. Any OALC student who does not earn more than 50% of his/her credits AND does not meet the 80% rate of attendance each grading period is identified and a parent meeting is set up by administration.
 3. Identify student concerns in weekly staff meetings. **(Delete)**
 4. Refer students to Human Services Team. **(Delete)**
 5. Place students who are not reaching 80% attendance on the STEPS plan.
 6. If the student is not successful with the STEPS plan, the student will be referred to SART (Student Attendance Review Team)/HST (Human Services Team).
 7. If the student is not successful with SART, student will be referred to SARB (Student Attendance Review Board). **(No changes.)**
 8. If the student is not successful with SARB, if appropriate, a truancy petition is filed.
 9. Continue to develop enrichment opportunities that reflect OALC ethnic groups and diverse population. **(Delete – Part of Objective #3.)**
 10. Perfect attendance awards and incentives will be given throughout the academic year to students who have zero absences.

Changes and additions to Objective #1:

- After a discussion about changing this objective from increasing the average BST reading scores to increasing the average MCA math scores, the decision was made to wait on this goal until the 2009-2010 school year. This timeline will allow us to collect measurable data based on an established baseline. The 2008-2009 school year is the first year that 11th graders will be taking the MCA math test.

It will also give us time to address the related issues including: How do we prepare students to demonstrate what they have learned in meaningful ways that include testing? How might a learning lab focused on math help students prepare for the MCA math test? What are creative ways can we involve students in daily math practice and application?

Suggestions: tutoring younger students in math; video conference math lessons; and math problems highlighted as part of the daily announcements (including prizes for solving the problem correctly).

- **Mr. Hill will establish a committee to explore the ideas that were generated.**
- **Increasing the MCA math scores will be added as a 4th objective next year.**
- **Objective #1 will be carried over into the new goal cycle with revisions as needed. Notes on the objective follow.**

Changes and additions to Objective #1:

- **Proposed revision of the goal statement:**
 - OALC students will increase the average BST reading score by 2%.
- **Proposed revision of action plan steps:**
 1. Continue to improve student participation in the BST tests.
 2. Counselor follow-up on students who do not test.
 3. Continue to provide a food program before, during and after testing. **(Delete)**
 4. Continue to offer incentives for participation/achievement and provide test preparation classes or lessons. **(Delete) Do we want to delete the entire statement?**
 5. Identify and place students who have not passed the reading test in Read 180.
 6. Continue a school wide Silent Sustained Reading program once a day.

Day 2 Agenda Items

Personal Listening Devices:

- Discussion included:
 - SILT members shared their thoughts on the pros and cons of allowing personal listening devices in the classroom. Some felt that the devices are a distraction to classroom instruction and learning. Others felt that when appropriate, the devices provide some students with a means to focus their attention and calm behavior.
 - All agreed that this a gray area including the fact that ever changing technology can make it difficult to identify which listening devices also serve as cell phones.
 - There was a difference of opinion as to whether or not this should be an administrative or teacher driven decision. It was agreed that whatever the decision, it requires a clearly defined policy and consistent enforcement.
 - The suggestion was made to work on improved enforcement of the cell phone policy this year and address listening devices next year. This would include any listening device that can be used to make calls out.
 - It was decided that the final decision will be made by Mr. Hill. He is considering a cell phone policy that provides a warning/call home for the first infraction and suspension for insubordination on the second infraction. He will e-mail SILT members with his decision. The policy will be placed in the 2008-2009 Student Handbook.

School Expectations:

- Supervisory duties (hallway supervision, monitoring of outside smokers, etc.) will be assigned to teachers and administrators. The importance of teachers and administrators being at their assigned duty stations was emphasized in light of the decrease in hall monitors and other staff.
- The front desk will no longer provide batteries and change (change policy has already been initiated). The phone use policy during lunch has been successful and will continue.
- The issue of how to deal with students who are consistently late was discussed. Latecomers place a burden on the front desk staff and students miss valuable learning

time. How to balance expectations with flexibility is a challenge and this is an issue that needs to be addressed further.

Lunch Detention:

- It was agreed that the lunch detention proposal (made by one of the PLC groups) needs to be implemented and that it provides an effective consequence - most students value their lunch privileges.
- After discussion Mr. Hill amended his plan to rotate teachers into lunch detention duty to detention supervised by Mr. Hill with back-up provided by the administrative team. Also in consideration is a suggestion by Mr. Hill to implement a Saturday School detention program. This would be supervised by Mr. Hill.

Teachers Calling Home and School View:

- Mr. Hill shared responses from the other secondary schools about how they handle communication with parents related to attendance and possible failures.
- Mr. Hill feels strongly that the communication on these issues with parents is important to building positive relationships and student success especially at the beginning of the school year.
- SILT members also agreed that communication on these issues is important but stressed that the ever increasing demands on teacher time and added responsibilities due to staffing reductions takes a toll on staff health and morale and creates challenges to providing quality instruction. Questions include: Is this an effective use of staff time? Are the phone calls making a significant impact? Doesn't School View provide the same information and encourage parents and students to take responsibility?
- Mr. Hill offered a compromise plan: Phone calls expected for attendance and failure issues during the first grading period. Subsequent grading period, these issues can be addressed by e-mail communication. He also encouraged staff to embrace the positive possibilities of the plan.
- Mr. Hill will consider the points made during the discussion and get back to SILT with a final plan.

Opening Day 2008-2009 School Year:

- Mr. Hill asked for SILT member's perspective on how to approach the opening workshop week. Staff agreed that we need to encourage a positive outlook despite the challenges and that this includes providing a welcoming environment for students as they return to school.
- The suggestion was made to provide some time during the staff workshop for staff to generate and work on ideas for welcoming students on the first day.
- If you have any ideas or suggestions for workshop week and the first week of school, please let Mr. Hill know.
- Mr. Hill also reiterated that we have done and continue to do great things at the OALC and that these efforts are being recognized by Kate Maguire and District 287 administration. Mr. Hill has asked District 287 to observe, monitor, evaluate and provide feedback on the programs at the OALC in an effort to support our continued success and growth as an ALC.

Constitution:

- Review and possible revision of the constitution is tabled until a later date.

Election:

- There will be 4 openings on SILT. Elections will be held during workshop week. Don will request nominations due by Tuesday, August 26th and the election will be held on Wednesday, August 27th. Anyone who is absent on the 26th will have an opportunity to vote on the 27th.

Next meeting: Tuesday, September 2, 2008

