



Meeting Information:

Meeting Name:	CISA Workgroup
Date & Time:	September 15 th , 2016 at 3:20PM to 4:00PM
Location:	Eagle Ridge Academy room 1202
Invitees:	Erica Higgins, Erica Powell, Susan Bloomgren, Tiffany Goedjen, Amanda Heitzman, Sara Seal
Attendees:	Erica Higgins, Amanda Heitzman, Sara Seal, Susan Bloomgren, Tiffany Goedjen

Meeting Agenda / Objective(s):

Objective(s)	Upon Debrief: Objective Met?
1. Review goals and results from previous year	More data is needed
2. Review process for creation of site-goals	Yes
3. Review process for creation of student learning goals	Yes
4.	

Meeting Minutes:

Introduction of memembers of committee.

There will be a meeting at 5:30PM on September 27, 2016 to give a report to the stakeholders. Susan will be there and her back up is Erica Powell. Susan will gather the data that will be presented and let us know.

1. Review goals and results from previous year

Susan is still gathering this data.

2. Review process for creation of site-goals

The first document is the School-Wide Goal Decision Making Process. This explains the process we use for the school wide SMART goal. We look at the school as a whole and aslo at sub-groups. Susan is recommending we look at students individual growth as opposed to a school wide average proficiency level. Bob, Stephen, and Susan will be deciding on it and bringing it to the principals and Jason for any further discussion. The instructional coaches will decide the final goal in a meeting. The team leads and department chairs will also be invited to this meeting. We have extension to submit the goal October 15, so we can look at longitudinal data on the new students.

3. Review process for creation of student learning goals



The next documented covered the process for the teachers and grade level SMART goals. The School of Grammar makes their SMART goal as a grade level. The School of Logic and School of Rhetoric makes their SMART goal by teacher. School of Logic and Rhetoric teachers meet with their coaches to set their goals.

Discussed what we will be looking at for the next meeting. We will be looking at modifying parent surveys next time. The purpose would be to gather information and feedback from parents to have a better picture of school improvement from all stakeholders. This may not be an annual survey, but every few years. This will be the work we will do through out the year. Susan is also looking into the changes of the legislature of curriculum in Minnesota.

Decisions:

1.	
2.	
3.	

Assigned Action Items (What's Next?):

Task	Accountability	Due Date	Date Completed
Review Data	Susan	09/29/2016	
Look at changes legislature	Susan		

What's Been Accomplished?

Task	Who Was Responsible?	Due Date	Date Completed

Parking Lot / Issues to be Resolved in Future Agendas:

Date	Issue	Priority	Risk	Notes