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| Secondary SAT Team Meeting | Monday, October 3, 20119:00-11:00 |
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| Team Purpose Statement:  | The purpose of this team is to collaborate as a learning community to improve student achievement district wide…MAKE IT HAPPEN. | Team Norms: TBD |  |
| Facilitator:  | K. Griffor | Note taker:  | J. McFarlane |
| Timekeeper:  | J. Ohrt |  |  |
| Team Members: | Mike Mackenzie, Colleen Gruben, Jason Ohrt, Justin Michalak, Dan Simeck, Jennifer McFarlane, Donny Sikora, Kris Griffor |
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| Please read: |  |
| Please bring: | Danielson Book |
| Agenda Items |
| Topic | Intended Outcome | Time allotted |
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| * Norms
 | Established SAT Norms | 9:00-9:15 |
| * Goals
 | Established SAT Goals | 9:15-9:30 |
| * Discussion of Implementation of PLCs
 | List of needs and Celebrations | 9:30-10:00 |
| * Evaluation
* Review of dates and other
 | Common Language | 10:00-10:45 |
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| Other Information |
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| Resources:  |  |
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| Notes: |  |
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| Non Negotiables:  |

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| **NEXT STEP** | **TIGHT** | **LOOSE** |
| Establish Purpose statement in all buildings and within all teams  | x |   |
| Establish Norms with all buildings and within all teams | x |   |
| Establish Teams at the building level (for Aug. 31 pd, see draft of list) |   | x |
| Establish curriculum essentials using Curriculum Crafter  | x |   |
| Establish common assessments given once per month (modeled after state assessment) | x |   |
| Common assessment results shared at monthly DSAT meetings | x |   |
| Team notes and agendas must be collected two days after/prior to each meeting, give to principal and posted on Black Board | x |   |
| Take year one to teach and model what should be happening in early release times by devoting staff meeting time to model  |   | x |
| Establish building and team SMART goals | x |   |

  *District Non-Negotiable:*Create a culture of professional learning communities in each building by June 2012 as defined by the specifics in the shared vision statement. Principals will present implementation progress at final DSAT meeting and at June BOE meeting . On-going progress will be monitored at all SAT meetings and a collective vision/timeline will be established. Department leaders are expected to present progress at monthly DSAT meetings. |
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