Michigan Center School District
Parent Advisory Committee (PAC)
Meeting Minutes
October 26, 2016
6:00 PM
Auditorium @ Jr./Sr. High School

I. Welcome

II. Introductions
   a. Members Present
      i. Andrea Scholten
      ii. Kiley Brown
      iii. Carla & Craig Hashley
      iv. Craig Merrill
      v. Katie Bradley
      vi. Steve Trefry
      vii. Jon Wynn
      viii. Crystal & Kurt Gamet
   b. Additional People Present
      i. Kelly McCloughan – Arnold Principal
      ii. Johanna Pscodna – Keicher Principal
      iii. Brady Cook – Jr. High Principal
      iv. Lisa Falasco – HS Principal
      v. Paula Gates – Data & Assessment Coordinator

III. PAC Statement of Purpose
    a. Superintendent Koziol reviewed the purpose PAC as stated in the brochure.
       i. Gain parent and community feedback regarding different district initiatives and
          provide parents and community members with an opportunity to ask questions

IV. School Improvement Process
    a. Michigan Center School District’s School Improvement Plan Process
       i. Superintendent Koziol explained the School Improvement Process that the
          district uses (see PPT below) along with the District Plan noted below
    b. District Plan
    c. Arnold Elementary School SI Plan – Kelly McCloughan (Principal)
       i. Mrs. McCloughan took parents of Arnold to the back section of the auditorium
          to go over the individual School Improvement Plans for Arnold Elementary
    d. Keicher Elementary School SI Plan – Johanna Pscodna (Principal)
       i. Ms. Pscodna took parents of Keicher to one of the front sections of the
          auditorium to go over the individual School Improvement Plans for Keicher
          Elementary
Michigan Center School District  
Parent Advisory Committee (PAC)  
Meeting Minutes  
October 26, 2016  
6:00 PM  
Auditorium @ Jr./Sr. High School

e. Michigan Center Jr./Sr. High School SI Plan – Brady Cook & Lisa Falasco (Principals)  
i. Mrs. Falasco and Mr. Cook took parents of the Jr./Sr. High School to one of the front sections of the auditorium to go over the individual School Improvement Plans for Jr./Sr. High School

V. Bond Project Update  
a. Superintendent Koziol reviewed the different projects that are being designed and planned for each building (see PPT below)

VI. PAC Items on the District Website  
a. Meeting Agendas & Minutes  
i. Superintendent Koziol reminded parents that the Agendas and Minutes for these meetings are posted on the District’s website under the “Parents” tab  
b. Parent FAQ Document  
i. Superintendent Koziol reminded parents that the FAQ document exists as a resource for parents and if questions that come up in the group discussions can be put on this document

VII. 2016-2017 Meeting Topics  
a. The group reviewed previous topics that have been covered over the last three years and determined that for the next meeting we would discuss student achievement and a bond project update would be provided

VIII. Next Meeting Date  
a. Monday, January 16, 2016

IX. Round Table  
a. No additional items were discussed

X. Adjournment  
a. Meeting concluded at 7:20 PM
Michigan Center School District

Parent Advisory Committee (PAC)
October 26, 2016
Michigan Center School District
Parent Advisory Committee (PAC)
Meeting Agenda
October 26, 2016
6:00 PM
Community Room @ Jr./Sr. High School

I. Welcome

II. Introductions

III. PAC Statement of Purpose

IV. School Improvement Process
   a. Michigan Center School District’s School Improvement Plan Process
   b. District Plan
   c. Arnold Elementary School SI Plan – Kelly McCloughan (Principal)
   d. Keicher Elementary School SI Plan – Johanna Pscodna (Principal)
   e. Michigan Center Jr./Sr. High School SI Plan – Brady Cook & Lisa Falasco (Principals)

V. Bond Project Update

VI. PAC Items on the District Website
   a. Meeting Agendas & Minutes
   b. Parent FAQ Document

VII. Next Meeting Date

VIII. Round Table

IX. Adjournment
What is the role of a Parent Advisory Committee (PAC)?

- Identify common needs and goals among the parents of students enrolled in Michigan Center School District and facilitate strategies to increase the efficiency and effectiveness of their respective school’s parent organizations.
- Provide the superintendent with feedback and insight from the parent’s perspective on school processes, policies and initiatives to ensure that the needs of parents and their families are included as decisions are made in the district.
- Bring to the superintendent’s attention existing and emerging issues expressed by parents at the school they represent.
- Serve as an advisory, not a decision-making body, that makes recommendations, encourages brainstorming and provides opportunities for parent involvement on committees and task forces.
- Facilitate communication between and among the parents and parent organizations from different district schools and serve as a forum for sharing innovations and best practices from around the district.

PAC Areas of Focus

- Curriculum
- Technology
- Wellness/Coordinated School Health
- Student Programming
- Parent Communication & Involvement
- School Improvement
- Facilities

Meeting Schedule

- All meetings will be held in the Jr./Sr. High School’s Community Room at 6:00PM. The first one will be held on Monday, October 26th.
- Future meeting dates/times will be set at the first meeting to best meet the needs of the committee members.
- The intention will be to plan for a one hour meeting.
- Four/five meetings will be held throughout the 2016-2017 school year based on the wishes of the committee.

What is the Purpose of a Parent Advisory Committee (PAC)

The Parent Advisory Committee is comprised of parent representatives from each our school buildings. The PAC meets with the Superintendent and potentially other district staff on a monthly basis during the school year to share thoughts and perspective. The PAC is also able to bring issues and concerns to the attention of the Superintendent.
Michigan Center School District

Building Level School Improvement Process
The Full Year Cycle of Improvement

- Submit Program Review Online to MDE
- SI Checklist for Implementation
- SI Data Review
- Submit EdYES! Report Online to MDE
- SI Checklist for Implementation
- SI Data Review
- Data Retreat Workshop
- Roll out to Staff
- Submit School Improvement Plan Online
- SI Checklist for Implementation
- SI Data Review
- Principal Mid Year Report

= Data Collection Point
Data and Teaming

Two Equally Essential Components for Successful School Improvement

Data Use Skills

<table>
<thead>
<tr>
<th>High on Data Use</th>
<th>Low on Data Use</th>
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</thead>
<tbody>
<tr>
<td>High on Collaborative Leadership</td>
<td>Low on Collaborative Leadership</td>
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Collaborative Leadership Team Skills
Where are We in the Process?

Gathering Data and Team Readiness

Data Tables

Graphic Representation

Fact Finding
"The Gap" – Identify Criticality

Student Goals & Measurable Objective Statement

Hypotheses of Practice (HOP) & Reason for Gap

Strategy Statements

Activities

Action Plan, Roll Out & Sustainability

Monitoring and Evaluation (Checkpoints)
Instructional Practices

- Classroom Instruction & Assessment
- Instructional Planning & Preparation
- Learning Environment
Leadership Practices

- Human Resource Leadership
- Instructional Leadership
- Organizational Management
- School Climate
- Collaborative Culture
- Stakeholder Relationships
### School Improvement Plan Template for Advanc-ED Goals Management

<table>
<thead>
<tr>
<th>Subject Area:</th>
<th>School Improvement Checklist for Implementation Meetings <em>(should have at least 5 meetings over the course of the school year)</em></th>
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<tbody>
<tr>
<td></td>
<td>Aug. -</td>
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<td>Sept. -</td>
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<td>Nov. -</td>
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<td>Dec. -</td>
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<table>
<thead>
<tr>
<th>School:</th>
<th>Principal:</th>
<th>Date Plan Completed:</th>
<th>School Improvement Team Representatives:</th>
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<thead>
<tr>
<th>Gap Statement <em>(Fact Finding)</em>:</th>
<th>Cause for Gap <em>(Hypotheses)</em>:</th>
<th>School Improvement Goal:</th>
<th>Measurable Objective:</th>
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<tr>
<th>End-Of-Year Student Outcome Measure <em>(Summative)</em></th>
<th>Assessment Tool:</th>
<th>1st Data Review Date w/ Identified Data Point:</th>
<th>2nd Data Review Date w/ Identified Data Point:</th>
<th>3rd Data Review Date w/ Identified Data Point:</th>
<th>4th Data Review Date w/ Identified Data Point:</th>
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<tr>
<th>Date of Final Assessment:</th>
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<tbody>
<tr>
<td>Strategy 1: Teachers will ...</td>
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<td>-------------------------------</td>
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<tr>
<td>Research to Support Strategy:</td>
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<tr>
<td>Activities:</td>
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<thead>
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<th>Start Date</th>
<th>End Date</th>
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Michigan Center School District SI Plan

• Built to support the individual building SI plans
• Meet state mandates/requirements
  – Provide a structure/plan for spending state & federal dollars that the District receives annually
    • Title I – Students Struggling Academically
    • Title IIA – Professional Development
    • At Risk (31a) – Students Struggling Academically as well as a consideration for issues outside of school
PAC Role in School Improvement Process

• Provide feedback on plans

• Questions for Strategies and Activities

• Meet State Requirement of Parent Involvement

• Take a copy of SI Plan Checklist for your child’s building and send any comments/questions to building principal
Building Level SI Presentations

• Jr./Sr. High School
  – Auditorium Front Right

• Keicher Elementary
  – Auditorium Front Left

• Arnold Elementary
  – Auditorium Back Right
Bond Project Updates

1. **Arnold Elementary**
   1. New Gymnasium/Multipurpose Room
   2. Redesign of Drop Off/Pick Up & Parking Areas
   3. Boilers

2. **Keicher Elementary**
   1. New Cafeteria/Kitchen
   2. Redesign of Drop Off/Pick Up & Parking Areas
   3. Student Lockers

3. **Jr./Sr. High School**
   1. Front Entrance/Student Commons Area
   2. Cafeteria/Kitchen Redesign
   3. Locker Room Remodel & Redesign of Pool Area
   4. Athletic Complex Bleachers & Press Box

4. **Bus Garage**
   1. Roof
   2. Bus Canopy
   3. Electrical Panels
PAC Items on the District Website

- Meeting Agendas & Minutes
- Parent FAQ Document
2013-2014 Meetings

- February 19th
  - Organizational Meeting
  - Budget Review

- March 20th
  - Common Core Curriculum
  - Balanced Assessment System
  - Non Homestead Election Information

- April 21
  - Performance Evaluation System
  - Parent FAQ Document

2014-2015 Meetings

- October 6th
  - Organizational Meeting
  - School Improvement Plan Overview

- November 17th
  - Cradle 2 Career Presentation
  - Instructional Technology Follow Up

- January 27th
  - Student Assessment Overview
  - District Building & Facilities’ Update

- March 16th
  - Setting and Updating District Policies

2015-2016 Meetings

- October 19th
  - Organizational Meeting
  - School Improvement Plan Overview
  - District Facilities Improvement Team (F.I.T.) Update

- January 19th
  - Grade Level Transitions
  - Michigan Center High School Middle College
  - F.I.T. Update

- February 16th
  - Michigan Center School District Graduation Requirements

2016-2017 Meetings

- October 26th
  - Organizational Meeting
  - School Improvement Plan Overview
  - Bond Project Update

- Future Meeting Topics are Up for Discussion
  - Bond Project Updates
  - ????
Next Meeting

?????????
Round Table/Adjournment

• Thoughts/Questions

• Minutes Will be Posted on the District Website

www.mcccardinals.org

THANK YOU!!!!