Meeting Agenda
District Instructional Support Team (DIST)
Spring 2013

Purpose: To provide ongoing support for school improvements utilizing school improvement plans and classroom observation and progress monitoring data as mechanisms for problem solving through corrective action planning.

Goals:
* Analyze reading, math, science, writing, attendance, and discipline progress monitoring data to identify gaps and strengths, and to assist in developing appropriate corrective action plans as needed
* Observe classroom instruction to assess fidelity of implementation of curricula, strategies, and methods described in school improvement plans, advanced as part of district or site-based professional development programs, and/or recommended as part of FLDOE’s DA 5 Elements and/or Charlotte Danielson’s framework
* Revise barriers to student achievement based on progress monitoring data and classroom observations

I. Welcome & Introductions
   [2 minutes, Ken Pritz or Eric Williams]

II. School Progress Monitoring Presentation
    [30 minutes (!!!), School Principal]

III. DIST Operating Procedures
     [5 minutes, Ken Pritz or Eric Williams]

IV. Instructional Reviews
    [45 minutes, District & School Staff in Content-Area Teams]

V. Findings & Recommendations
   [30 minutes, District & School Staff in Content-Area Teams]

VI. Brief Presentations of Observation Findings
    [30 minutes, DIST Representatives]

VII. Closing Remarks
     [5 minutes, Ken Pritz or Eric Williams]

General Operating Procedures:

- DIST supports school improvement and is NOT EVALUATIVE. Recommendations will not be attributed to individual employees. Teachers who serve on DIST do not evaluate other employees.
- Members of DIST will not interrupt a single class period more than once per visit.
- As classroom observers, members of DIST should be as unobtrusive as possible. Discussions about observed lessons should only occur outside of classrooms or in the meeting room.