



## Middle Level Administrator Meeting

Wednesday, January 25, 2023

3:30 – 5:30 p.m.

Location: CRC- Board Room A

**Purpose:** To improve student achievement at the middle level by strengthening climate, culture, systems, and instruction.

Time	Activities	Facilitator
3:30 – 3:40	<b>Welcome &amp; Entry Activity</b> <ul style="list-style-type: none"> <li>Flag salute</li> <li>Dr. Saltzman</li> </ul>	All
3:40 – 4:10	<b>Student Course Registration &amp; Transitions Alignment</b> <ul style="list-style-type: none"> <li>Finalize calendar of student and parent events (during and outside of school day)</li> <li>Band course title alignment</li> <li>High school science in 8<sup>th</sup> grade- invitation criteria alignment</li> <li>5<sup>th</sup> to 6<sup>th</sup> grade transitions- aligned practices</li> </ul>	All
4:10 – 4:40	<b>Review &amp; Feedback on Student Course Registration Materials</b> <ul style="list-style-type: none"> <li>Student course selection forms</li> <li>Elective description 1-page informational flyer</li> <li>Discuss parent involvement &amp; communication in course selections</li> <li>Feedback on the step-by-step video for HAC entry</li> </ul>	All
4:40 – 4:50	<b>Break</b>	
5:10 – 5:25	<b>Middle School Redesign Communication Plan</b> <ul style="list-style-type: none"> <li>Review PPT and align timing of presentation to staff and launch of position interest survey (February)</li> <li>Align timing of information letter, zoom presentation, and school course registration process/timeline to parents</li> </ul>	All
5:25 – 5:30	<b>Closure</b> <ul style="list-style-type: none"> <li>Complete QR link to survey</li> <li>Optimistic launch</li> </ul>	All

**“Students in Everett Public Schools are achieving when they demonstrate both proficiency and growth to aligned standards”**

