

District Leadership Team

MINUTES

DECEMBER 13, 2011

9:00AM-12:00PM

ADMINISTRATIVE OFFICE
MAIN CONFERENCE ROOM

MEETING CALLED BY	DLT Facilitators
TYPE OF MEETING	Regular Monthly Meeting
FACILITATORS	Carol McGonigal/Melody Blake/Ellen Frasca
NOTE TAKER	Laura Soltis
ATTENDEES	Danielle Rinkes, Abbi Smith, Patty Fletcher, Vicki Albrecht, Kathy Weiser, Joy Bock, Zac Casperson, Mary Tedrow, Monique Hamilton, Brooke Hippler, Michelle Miller, Rachel Lang, Matt DeCastro, Chris Bowser, Debra Feil

Agenda topics

9:00-9:10

READING ADOPTION COMMITTEE SHAREOUT

MONIQUE HAMILTON

DISCUSSION	
	<ul style="list-style-type: none"> The Reading subcommittee met prior to the DLT meeting to discuss the Gates. Discussion surrounded the windows for the testing and the associated forms. Decisions made: <ul style="list-style-type: none"> The fall form, "S", can be administered to "new" students though Mar1. Any students who come after that time will take Form T with the Spring administration and use that as their benchmark data. Form T will be given for the spring administration. Window for that will open April 18, close May 25. Form S will be administered again in the fall to everyone. The DLT expectation is that TBTs will look at the Gates data and have discussions around intervention strategies using www.lexile.com and Linking Testing to Teaching.

9:15 – 10:15

CLASSROOM WALK THROUGHS

MELODY BLAKE

DISCUSSION	
	<ul style="list-style-type: none"> ODE selected GMLSD as an exemplar of the OIP process and brought a contingent from Hong Kong to look at what we are doing They were especially impressed with the implementation of our TBT/BLT processes, and how we incorporate CWT data Purpose of CWT's – data on current instructional practices. How do teachers see the data? Make connections between OIP and RttT. Connections are seen between the RttT assurances and the CWT data. Members took the time to review the data for their buildings, looked for improvements and opportunities for improvement. Members then shared out with the whole group. Melody reminded us that the real work comes not in collecting the data, but in using the data to make changes.

10:15 – 10:25

BLT MEETINGS

MELODY BLAKE

DISCUSSION	
<ul style="list-style-type: none"> • Keep the focus on Reading, Math and Climate • Discuss Marzano in the context of Reading and Math • Look at SWIS data in the context of Climate • Other items should be discussed at the end if there is time. Be sure not to let these, "other items" take priority over the identified topics, or become the meeting. • Members shared various strategies that are working in their buildings to accomplish the goals. 	

10:25AM – 10:35AM

CLIMATE SUBCOMMITTEE

ELLEN FRASCA

DISCUSSION	
<ul style="list-style-type: none"> • Principals were all given the correct SWIS form at Administrative Council. Make sure everyone is using the correct form. • Check to make sure data is clean – i.e. use consistent names, duplicate referrals not entered. • Research getting a district person trained in SWIS as Ellen is our consultant and not as available. 	

10:35AM – 10:50AM

TRANSITION PLAN

MELODY BLAKE

	How to bring on new members? Formalize the process.
<ul style="list-style-type: none"> • What should the makeup of the DLT be? Building Admin, Central Office Admin, Teachers? Brainstorming. • Building Administrators – Principal from each level. • Teacher Leader (Vicki) • Teacher from every building • 3 literacy coaches in addition to teachers from buildings. (one from each level) • Central Admin Staff • Curriculum Director • Director of Safety • CCIP – April • Melody • Bruce • Communication – Chris • Special Education Director – Brooke • Board Rep • GMLEA rep • Suggestion to not have the total size of the team greater than 25. Sizes of other DLTs range from 8 – 40. • Leave it up to the buildings to decide on representation; do not make BLT membership/experience a requirement. • Orientation for new members? 	

<ul style="list-style-type: none"> • Will facilitators change?
<ul style="list-style-type: none"> • Have a Race to the Top connection?

10:50 – 11:10 MATH SUBCOMMITTEE UPDATE ZAC CASPERSON

DISCUSSION	
<ul style="list-style-type: none"> • Teachers appreciated being involved; everyone worked hard to get 2nd SCA completed. 	
<ul style="list-style-type: none"> • Melody - K-2 – K - Requesting another day, know they may have to do tweaking based on new stuff coming out, Gr1, need ½ day more to get finished, Gr2 – still working. 	
<ul style="list-style-type: none"> • Zac - Gr. 3 – done; Gr. 4 – almost done; Gr. 5 done (just in review) 	
<ul style="list-style-type: none"> • Vicki – Gr. 6 and Gr. 7 – experienced technical difficulties; gap analysis showed large discrepancies between Saxon lessons and current standards. Need an additional day, after OAA, to work on how to work in supplemental lessons into the curriculum plan. 	
<ul style="list-style-type: none"> • Gr.8 and HS – made good progress on their first day; snowed out during their second day (last Fri) 	
<ul style="list-style-type: none"> • Need some vertical mapping in order to address some of the gaps. Although something appears to be missing, it may be in another grade. 	
<ul style="list-style-type: none"> • Monique would like to sit down with the teams to really look at what might be missing and how to proceed in light of those gaps. 	

11:10 AM – 11:35AM RACE TO THE TOP UPDATE ZAC CASPERSON

DISCUSSION	
<ul style="list-style-type: none"> • Area A - transformation team- communication. 	
<ul style="list-style-type: none"> • Area B – Common Core rollout - Monique handed out curriculum writing plan and went over. 	
<ul style="list-style-type: none"> • Area C – Data Analysis – Zac had idea of creating a toolbox so that people had a group of things to be able to use. 	
<ul style="list-style-type: none"> • Area D – Great teachers/ great leaders - multiple measures to evaluate every person in every area every year; Encore areas are the hardest to design. Media Specialist evaluation in progress; SLC evaluation essentially done. 	

11:35 AM – 1:25AM BUILDING SHARING ALL

DISCUSSION	
<ul style="list-style-type: none"> • Each building shared out various things they are doing. 	

TALKING POINTS

<p>The fall form, "S", can be administered to "new" students though Mar1. Any students who come after that time will take Form T with the Spring administration and use that as their benchmark data. Form T will be given for the spring administration. Window for that will open April 1. Form S will be administered again in the fall to everyone.</p>
<ul style="list-style-type: none"> • Continue to do walks, share data with teachers and use it to make changes.
<ul style="list-style-type: none"> • Reiterate the purpose of the BLT meetings and use district provided BLT agenda form.
<ul style="list-style-type: none"> • DLT is working on formalization process for transition of new members.
<ul style="list-style-type: none"> • New math 2nd nine week SCA should be completed and administered for each grade level.
<ul style="list-style-type: none"> • RttT supports DLT work and the team is in the process of designing a communication vehicle – stay tuned for more info.

FOR NEXT TIME: (NO FEBRUARY MEETING BECAUSE OF SPDG TRAINING)

- SST11 and ESC – Each DLT member needs to go on STARS and register for the SPDG session Feb. 8