



**District Leadership Team (DLT) Agenda / Minutes**  
**Ohio Improvement Process**  
**Ohio's 5-Step Process**



**DLT Meeting Dates:**

September 11, 2017; October 30, 2017; **November 27, 2017**; December 18, 2017;  
 January 8, 2018; February 12, 2018; March 12, 2018; April 23, 2018; May 21, 2018

**Team Members Present:**

<b>DLT Membership</b>							
x	Rob Kearns -Harding Principal		Deborah Difrancesco - REC Principal	x	Jennifer Walker - Wilson Principal	x	Krish Mohip - CEO
	Ashley Carano (Buckner) - Harding Teacher	x	Stacey Snyder - REC Teacher	x	Diane Herdman - Wilson Teacher	x	Joe Meranto - Superintendent
	Leesa Boyer - Harding Teacher	x	Tod Morris - REC Co-Principal		Mike Saville - Choffin Principal		Ty Olverson - C of A & O
x	Artemus Scissum - MLK Principal		Michelle Payich - Williamson Principal		Anina Karlovic - Choffin Principal	x	Lori Kopp - C of Student S.
	MLK Teacher: Leslie Kitchen	x	Dena Esmail-Williamson Teacher		Maurice Taylor - Choffin Principal		Linda Yosay - DC of Stud. S.
x	Cathy Dorbish - McGuffey Principal	x	Kelly Weeks - Volney Principal	x	Teri Coward - AP Harding		Linda Hoey - DC of Parent Eng.
	David Berman - McGuffey AP	x	Allison English - Volney Teacher	x	Connie Cobur - DC Early Childhood		Cheryl McArthur - C of HR
x	Katherine Buonovolanta - McGuffey Teacher		Monica Jones - YEC Principal	x	Melissa Puhalla - Pre- School	x	John LaPlante - C of Information
	Juanita Rogers - Kirkmere Principal	x	Zelda Hughes Howard - YEC Teacher	x	Kenya Sadler - DC Transformation	x	Tim Filipovich - C of Acc. and Aes.
x	Cindy Johnson - Kirkmere Teacher	x	Mike Sernulka - Kirkmere AP	x	Jeanne Constantino - East Teacher		Tim Freeman - DC of Culture
x	Bill Baun - Bunn Principal		Bob Klinar - Chaney Principal	x	Christine Sawicki - C of Teach/Learn	x	Amanda McGinnis- DC Instruction
	Patty Lyden - Bunn AP		Eboni Williams - Chaney 9th Principal		Michele McCaughtry - DC Trans.	x	Greg Kibler - DC of Data
	Kayla Klacik - Bunn Teacher	x	Sonya Gordon - East Principal	x	Shahenna Kahn - DC Transformation		Anthony DeNiro - Operations
x	Christopher Haynes - Taft Princpal	x	Roshay Huff - East 9th Principal	x	Matthew Heath - SSTR5	x	ODE - Tarik White
x	Taft Teacher - Jennifer Felt	x	Jaclyn Kruljac - DC Instruction		Michelle DiMuzio - SSTR5		Denise Dick - Communications

**5:00 pm - Welcome - DLT Opening Procedures**

<b>Welcome</b>	
<ul style="list-style-type: none"> <li>Welcome – Introductions</li> <li>Role Assignments / Meeting Evaluation Discussion</li> <li>Ground Rules</li> <li>Agenda Review</li> </ul>	<p>Please review membership above and verify DLT members from your school.</p>

**November 27, 2017**

- Meeting Content

## YCSD DLT Meeting Roles

Facilitators: Amanda McGinnis / Tim Filipovich	Date/Time of Meeting: November 27, 2017	Taskmaster: Kelly and Sheheena
Timekeeper: Kenya	Note Keeper: Leesa	Process Observer: Todd

## YCSD DLT Meeting Norms

<ul style="list-style-type: none"> <li>• One Voice</li> <li>• Manage Technology</li> <li>• Be Engaged</li> <li>• Agree to Disagree</li> </ul>	<ul style="list-style-type: none"> <li>• Use Tools (Parking Lot)</li> <li>• Be Prepared</li> <li>• Be on Time; Stay on Time; End on Time</li> <li>• Challenge the idea not the person</li> </ul>
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## Roles and Responsibilities of DLT Members

- Maintain district-wide and community school-wide focus on high achievement for all students, including all subgroups.
- Develop a single district or community school improvement plan that focuses on a few district or community school goals for instruction and achievement.
  - Convey to schools and the community the district's or community school's mission for guiding the development of the focused plan.
  - Ensure that schools have focused building plans that are aligned to the district's or community school's goals.
  - Monitor the progress of the district or community school plan, performance, and indicators and make necessary adjustments that are based on data.
  - Communicate to ensure coherence and continuity.
  - Provide opportunities for meaningful input and feedback from internal and external stakeholders.

- Make decisions on financial and capital management aligned to district or community school goals and strategies.
- Evaluate the plan and process.

## YCSD DLT Agenda Review

Monday, November 27, 2017 - 5:00 - 7:00 PM	DLT Minutes
5:00-5:10 Agenda Review - Amanda and Tim <ul style="list-style-type: none"> <li>➤ Questions or Additions</li> <li>➤ Meeting Evaluation Discussion               <ul style="list-style-type: none"> <li>○ October 30, 2017 DLT Meeting Evaluation Link: <a href="https://www.surveymonkey.com/results/SM-RY3JVC2Q8/">https://www.surveymonkey.com/results/SM-RY3JVC2Q8/</a></li> </ul> </li> </ul>	<p>New attendees were introduced and welcomes were given out. As far as membership, as far as representatives, you need to have a teacher to come with the administration.</p> <p>Several professional books are free to take that are on the back table. Please feel free to take it!!</p>
5:10-5:40 Building 5 Week Review Report Out <ul style="list-style-type: none"> <li>➤ Each Principal or their teacher DLT Representative the following:               <ul style="list-style-type: none"> <li>○ How are you using the 5 week review data to drive your building staff culture and involving your staff, students and families?</li> </ul> </li> </ul>	<p>Link in the notes that will take you to the results in the survey that was sent out. There were only 6 people that participated in it. Please look at it, and complete it as soon as you can.</p>
5:40-6:10 Interim Assessment Reports- Tim and John	<p>Kirkmere - Students in 7th and 8th and kids who received D's and F's received home visit, sign up for after school from principal. 100% compliance. Tardy and sleeping in - daily robo call at 7am to get up!! Bag reports - encourage on Progress book to find out why they are getting the grades they are earning.</p> <p>Bunn: Focus on data in morning meeting - shared in intervention, coffee with principal, PTO meeting notes sent home. Attendance - found Tuesday was the least attended in the week. Get two Y-Bucks for those who showed up. Kids are telling their parents they need to go to school to earn Y - bucks.</p>
6:10- 6:50 Kick Up Data -Greg and Jaclyn <ul style="list-style-type: none"> <li>➤ Kick Up data review</li> <li>➤ Reflection from teachers on bitesize responses</li> <li>➤ Revising responses/break up into groups</li> <li>➤ What to do when you observe Independent Learning and Guided Instruction?</li> </ul>	<p>Chaney - Graduation on the 5 week review. Looking at the data that shows our students that are off track. Parent programs, like FAFSA, help us with what can we as the school stay on the path to graduation. We talk about the alternative pathways that we have imbedded into our school. Teachers forge relationships - Mentoring Program - with kids they don't know to try to keep them on track to graduation.</p>

November 27, 2017

6:50-7:00 District Updates and Wrap Up

- ODE Audit Reviews-Harding and MLK have been contacted already
- November BLT- TBT Communication
  - Rosetta Stone Data Update (Handout)
  - ThinkCerca Usage Report Update (Handout)
  - Capstone Senior Project Draft (Handout)
- Building Data Expectations for December DLT Meeting
- Next Meeting December 18, 2017 5-7pm
- Meeting Closure - Evaluation Reminder

Wilson- Created a Student Support Team to discuss all issues involving the data in the 5-week review. The team has members from our admin staff, support staff and other stakeholders. Created student support team - looks at the different data so everyone is getting the same message. The information flows through the BLT - sub committee only working on 5 week review data.

**Assessment results.** It is fine if all the students didn't take it. December 14th will be another time to take it. It is an assessment on standards that should have been covered over the course of the scope and sequences in math and ELA. The reality and results of the tests may not be what you want to see. Maybe the teachers just haven't gotten to that standard yet. We will adapt as we go. Plan for the 14th. once the standards have been determined, those standards will be sent to the teachers, and you will have an idea as to what will be assessed. How to look at reports (17-18 Interim Assessments - Reports): There are a total of 21 reports, but we are looking at the top three most important. 1. *Teacher comparison report* - shows teachers and how their students did on a particular assessment. 2. *Response frequency report* and how they did on those questions. 3. *Peer report*. Shows you how the other classes are doing in the SAME GRADE. *One tip from John LaPlante:* Don't filter too much because you will filter all the way out. You won't see anything. The Rainbow donut (Overall performance) - For principals, it will show overall how the kids did. For Teacher, it only shows your kids. The link to show how to do everything in the report was sent out by John LaPlante via email. You will be able to learn how to access everything you need via this email link. For the questions that didn't load, for the next time in December, If you know the number of the questions, let John LaPlante know so he can fix it. This time around he set the unloaded questions as extra credit for those that were able to go back into the test and redoing those questions. Some of the datum were stored on a different server, so the filter we have blocked the information. On the *Response Frequency report*, we can look to see what the questions were that were missed, we click on the question, and it will list the correct answer and why the students may have chosen the other answers. *Student small slip reports* are little slips that you can print and give out to the students. *Teacher peer comparison* is where you will find the standards that each question pertains to. Also, you can go into

	<p><i>Response frequency report</i>, scroll down to the bottom of the page, and there is a group by with a drop down box for you to choose standard. It will generate the report that details the questions by standard.</p> <p>Kick Up - a place where feedback in regards to what is happening with the feedback given in the learning tours. When we look at the post conference bite size notes, we are all over the place with it (GRR). There are things in the comments that should be said to the teachers, not on the kick up tool. It needs to be used only for GRR feedback. Be specific with where teachers are and what they need to do to improve. We should not giving feedback on any part of this “framework” that we haven’t trained them on and had practice to get better. We have teachers wanting more information on what to do next to improve. They are getting feedback from three different people and a lot of it is not consistent. Tracking tool - it’ll load your data. Few things you can look through - summary it defaults to which segments you observed. It talks about areas that you have rated higher to celebrate and areas of need for work. There is a GRR rating on the back. You will get a “Heat Map.” It automatically orders the categories that are looked at. You will see there are colored ratings. This makes understanding the report a bit easier. You can look at this based on each week. As far as the component, click on a component to see how staff were rated. You can group by subject to see how well they are doing, schools (at district level), You vs. your IFS or AP: look to see if you are rating the teacher the same, too strict/lenient, etc.You can see how each teacher is doing in different areas. There are also bite-sized action steps and purpose statements. Make sure that there is a date selected. It is defaulted to 9/11/17. Additional summary - this is where you put the “other stuff.” Anything not related to GRR, but this is something you want to give feedback on, put it here.</p> <p>Purpose of Kick up - provide effective feedback to help guide our teachers to do a great job with GRR.</p> <p>Activity to realize that our feedback dealt with specificity and giving on track feedback vs. off track feedback. Stay away from “I like” statements. Bias vs. Unbias - don’t throw the “great jobs” and”should”in there. Although this is something that every teacher says to students, use next step strategies rather than you need to... but not</p>
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	giving any “on track” feedback. Give strategies to use to help with their next evaluation and next day in the classroom. Use the language from the guidance tool to craft your language. Next steps: complete learning tours with principal, AP, and IFS together; aligning feedback to the GRR guidance tools.
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**DLT and BLT Theory of Action**

**Gradual Release of Responsibility:**

If we...	Then we...	Targets and Measures.....
Utilize the Gradual Release of Responsibility as the Instructional Framework, which includes diagnosing the instructional gaps in our students’ educational profiles and providing appropriate scaffolded interventions and supports	we will yield higher results in students’ growth and achievement in Reading and Math	<ul style="list-style-type: none"> <li>● 80% of K-2nd grade students will be on grade level as measured by DIBELS and 65% will be on Grade Level as measured by TRC</li> <li>● 80% of 3rd-12th grade students will meet their NWEA Growth Targets</li> <li>● The District will receive a B on the State Report Card in Value-Added and a C in Achievement</li> </ul>

**Ohio’s Learning Standards:**

If we...	Then we...	Targets and Measures.....DLT
create daily learning experiences that are aligned to the rigor of the Ohio Learning Standards and provide formative/summative assessments that match the rigor of Ohio’s State Tests (AIR Assessments)	we will grow our students one full academic year or more.	The District will receive a B or higher on the State Report Card in Value-Added

**Culture and Climate:**

If we...	Then we...	Targets and Measures.....

train our staff to embrace Social Emotional Competencies and utilize Restorative Practices	we will see a reduction of misbehaviors and out-of-school suspensions	<ul style="list-style-type: none"> <li>• The District will reduce the number of suspensions by 50%</li> <li>• The District will see an increase in student attendance rate</li> </ul>
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**Communicate: DLT – BLT Communication: Theory of Action**  
 How will two-way communication be accomplished? What will be reported from the DLT to the BLT?

<ul style="list-style-type: none"> <li>➤ Communicate through BLT to TBT:</li> <li>➤ Communicate Recommended Theory of Action Strategy:</li> <li>➤ Communicate and Share:</li> </ul>	
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**Meeting Closure: Process Observation and Evaluation**  
 Report from Process Observer  
 Survey Monkey will be sent out to evaluate meeting and be discussed at beginning of next DLT Meeting

<ul style="list-style-type: none"> <li>➤ Process Observer Report Out:</li> <li>➤ Evaluation Reminder:</li> </ul>	
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