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:	DLT Membership		
Rob Kearns - Harding Principal	Deborah Difrancesco - REC Principal	Jennifer Walker - Wilson Principal	Krish Mohip - CEO
Ashley Carano (Buckner) - Harding Teacher	Stacey Snyder - REC Teacher	Diane Herdman - Wilson Teacher	Joe Meranto - Superintendent
Leesa Boyer - Harding Teacher	Tod Morris - REC Co-Principal	Mike Saville - Choffin Principal	Ty Olverson - C of Inventory
Artemus Scissum - MLK Principal	Michelle Payich - Williamson Principal	Anina Karlovic - Choffin Principal	Lori Kopp - C of Student S.
MLK Teacher: Leslie Kitchen	Dena Esmail-Williamson Teacher	Maurice Taylor - Choffin Principal	Linda Yosay - DC of Stud. S.
Cathy Dorbish - McGuffey Principal	Kelly Weeks - Volney Principal	Teri Coward - AP Harding	Linda Hoey - DC of Parent Eng.
David Berman - McGuffey AP	Allison English - Volney Teacher	Connie Coburn - DC Early Childhood	Cheryl McArthur - C of HR
Katherine Buonovolanta - McGuffey Teacher	Monica Jones - YEC Principal	Melissa Puhalla - Pre- School	John LaPlante - C of Information
Juanita Rogers - Kirkmere Principal	Zelda Hughes Howard - YEC Teacher	Kenya Sadler - DC Transformation	Tim Filipovich - C of Acc. and Aes.
Cindy Johnson - Kirkmere Teacher	Madonna Barwick - Chaney Teacher	Jeanne Constantino - East Teacher	Tim Freeman - DC of Culture
Bill Baun - Bunn Principal	Bob Klinar - Chaney Principal	Christine Sawicki - C of Teach/Learn	Amanda McGinnis- DC Instruction
Patty Lyden - Bunn AP	Eboni Williams - Chaney 9th Principal	Michele McCaughtry - DC Trans.	Greg Kibler - DC of Data
Kayla Klacik - Bunn Teacher	Sonya Gordon - East Principal	Shahenna Khan - DC Transformation	Anthony DeNiro - Operations
Christopher Haynes - Taft Principal	Roshay Huff - East 9th Principal	Matthew Heath - SSTr5	ODE - Tarik White
Taft Teacher - Jennifer Felt	Jaclyn Kruljac - DC Instruction	Michelle DiMuzio - SSTr5	Denise Dick - Communications

5:00 pm - Welcome - DLT Opening Procedures

Welcome	
- Welcome – Introductions - Role Assignments / Meeting Evaluation Discussion - Ground Rules - Agenda Review - Meeting Content	Please review membership above and verify DLT members from your school.

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YCSD DLT Meeting Roles

Facilitators: Amanda McGinnis / Tim Filipovich	Date/Time of Meeting: December 18, 2017 Location: East High School Library	Taskmaster: Juanita Rogers
Timekeeper: Kelly Weeks	Note Keeper: Julie Clark	Process Observer: Todd

YCSD DLT Meeting Norms

● One Voice ● Manage Technology ● Be Engaged ● Agree to Disagree	● Use Tools (Parking Lot) ● Be Prepared ● Be on Time; Stay on Time; End on Time ● Challenge the idea not the person

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, December 18,2017 - 5:00 - 7:00 PM	**DLT Minutes**

5:00-5:10 Agenda Review - Amanda and Tim
➢ Questions or Additions
➢ Meeting Evaluation Discussion
  ○ November 27th, 2017 DLT Meeting Evaluation Results Link:
  https://www.surveymonkey.com/results/SM-8PG2ZPHR8/
 	
5:10-5:40 Kick Up Data Review from last DLT-
● Move the district forward with the GRR Instructional Framework connections to the strategic plan
● What are we noticing from the last two week's bite size action steps?
  ○ Improvement
  ○ Same
  ○ Digression
● Teacher Viewpoint- Do you feel the bite size actions help your instruction why or why not?
● What is our next goal?
5:40-6:00 Interim Data Discussion
● What it is? and What it isn't?
● The process of sharing the standards out in advance
● Analyzing the data from the Interim Assessment - Drilling Down to Student and Standard
● Illuminate Interim Report Guidance Video
● TBT Student Data Discussion Video
6:00-6:50 Data Walls
● Expectations
  ○ NWEA- Each round
  ○ DIBELS- monthly
  ○ Isation- monthly
  ○ Attendance- Weekly
  ○ GRR Components (Purpose Statement, Exit Slip, Focus Instruction,Collaborative) - end of learning cycle - three or above on Guidance Tool
● Data Wall Guidance Tool
● Data Walls due by Friday, February 2nd.
Building Data Expectations for December DLT Meeting h
➢ Next Meeting January 8, 2018 5-7pm
➢ Meeting Closure - Please Complete Evaluation by Visiting Link: Evaluation Link
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	Meeting evaluation 12 ppl completed and it doubled from the first time.
	
	Question #4 I feel comfortable about what I can say and feel comfortable to express...only 2 ppl answered that with clarity.
	
	Question #5 Stayed on task and on target… all answered and 2 said that they did not agree.
	
	Use of parking lot can take the place of the discussions that take members off task.
	
	Question #6 Engagement, concern that 4 out of 12 said didn't stay engaged.
	
	Question #8 What's expected from DLT to BLT to TBT...leave the meeting with a plan to roll out to school based team meetings
	
	Question #12 Opportunity to work in groups, talking about the feedback that teacher are getting back in regards to kick-up. Want to have a professional learning community to have good dialogue.
	
	Please provide later meeting dates, check the top of the Agenda.
	
	Always take the time at the beginning of meetings to discuss previous meeting evaluations.
	
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Took kick-up data from last few weeks and made copies and we are going to take a look at the feedback and decide if the feedback is going to help the teachers grow. (10 minutes to look at feedback and use "What are you noticing?" graphic organizer to look at the data and answering the questions.

Look at the data see if it the same or different than what was used.

Worked in small groups for 10 minutes take a look at feedback data.

Each table shared out whether they improved, same, or digression

East: nothing into digression, BLT looks specifically at strategies etc.

Williamson: detailed section think pair share, use of think marks improvement to GRR

Bunn/Kirkmere: Collaborative section students were in groups but still working independently. BLT go over what collaboration is…….develop accountable talk, assign roles for the group.

Chaney: Collaboration needs to be modeled more and the implementation and authentic conversations and roles given within the groups.

Harding: Interesting to see other schools feedback, and interesting to hear the other information and learn from other schools.

Build into next BLT to discuss and share feedback from other schools to see how the GRR and the use of the learning tools.

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Must share the feedback to the BLT and TBT's to help teachers move forward.

Last week discussed Kick-up results in regards to bite sized action steps. If we utilize GRR we must provide bite-size feedback to our teachers.

Interim assessment data: formative, but based on the pacing on where teachers should be. Recognized that not everyone is on the same pace. This interim was more of a teacher tool, aligned to standards, at pace that is suggestive with Math book and ELA scope and sequence. This could be used as a pre-test, if you haven't covered the information, if you have covered the information then you can use it for what the students have learned and mastered.

Math scope and sequence will be out before the next test.

Watched video on Illuminate Interim Report Guidance: The video was used as a debrief of the standards and where the students fall in the how well they've mastered the standard. The two looked at the assessments and discussed where they can move students and how they can group students to make sure they are retaining the information. The two in the video discussed and brought the test to the conversation with ideas already in mind on how to re-teach or how to move the students forward. To be used to align with the standards not evaluative.

Pushing for moving forward in the district a DATA wall in every building. What makes up a good DATA wall, what are we going to be looking for?...

DATA wall elements: see handout that was given at DLT

Using the GRR Components may not be a great use of DATA for teachers to use on DATA wall especially if it's not evaluative. Trying to change the climate and culture I wouldn't use it.(S.G)

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when looking at GRR components for teacher DATA wall will be displayed as a percentage of teachers that are scoring a 3 or 4 use that percentage. Update after all of the learning cycles.

Concerns came up about displaying teacher DATA publicly, should be more for teacher/staff/admin. visible.

DATA wall updating frequency: See form given at DLT

GPA Clusters can be posted under Gold, SIlver, Bronze

DATA Wall guidance tool: Copy of rubric given at DLT

Need SMART goals for each of the information that will be displayed on the DATA wall.

Roxanne discussed the posters that were made for the DATA walls.

Closing:District Announcements

- Conversation about 5 week review, BAG reports
- Interim Assessments
- Think Cerca Usage
- Third Grade Reading guarantee
- HQT forms due 1-8-18

Incident report form

Crisis event template (student or staff situations/MTSS)

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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	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 80% of 3rd-12th grade students will meet their NWEA Growth Targets - The District will receive a B on the State Report Card in Value-Added and a C in Achievement
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	- The District will reduce the number of suspensions by 50% - The District will see an increase in student attendance rate

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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?

➢ **Communicate through BLT to TBT:** ➢ **Communicate Recommended Theory of Action Strategy:** ➢ **Communicate and Share:**	- **RX Feedback - Discipline, Attendance and Tardies** - **Revisit Kick Up Feedback Data Administrative Team and possibly BLT-TBT** - **Interim Assessment Focus - Using TBT Video and Illuminate Report Video** - **ThinkCerca Discussion on Data Usage Reports** - **TGRG Verification Update Assessment Clarification** - **HQT Form by January 8, 2017**

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

➢ **District Announcements**
    - **ThinkCerca Report Reminder- 10 Applied Lessons**
    - **K-2 Rosetta Stone Change English vs Spanish**
    - **Process for Supply Request from Buildings for Teachers**
    - **TGRG - Designation and RIMP Verification**
    - **HQT Sheets are Due January 8, 2017**
    - **Incident Report Draft**
    - **Crisis Event Documentation Template**
 ➢ **Process Observer Report Out:**
 ➢ **Evaluation Reminder:**	

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