



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



DLT Meeting Dates:

September 24, 2018; **October 29, 2018**; November 26, 2018; December 17, 2018;
January 28, 2019; February 25, 2019; March 25, 2019; April 29, 2019; May 20, 2019

Meeting Time: 5:00 to 7:00 pm

Team Members Present: DLT Membership							
	Teri Coward -Harding Principal	x	Michelle Payich - Williamson Principal	X	Anina Karlovic - Choffin Principal		Sonya Gordon- C of SE
x	Leesa Boyer - Harding Teacher	x	Dena Esmail-Williamson Teacher	x	Steph Berarducci- Choffin Teacher		Jennifer Merritt- P Ross Berry
x	Emily Guarnieri - Harding AP		Rachel Woodburn - Volney A. Principal		Kristy Olinik- Choffin Teacher	X	Amanda McGinnis- DC School Imp
	Juanita Rogers - McGuffey Principal PK-3	x	Kelly Weeks - Volney Principal		Krish Mohip - CEO		Taylor Dangler- P Ross Berry
x	Cathy Dorbish - McGuffey Principal 4-8		Allison English - Volney Teacher	X	Christine Sawicki - CAO	X	Joe Meranto - Superintendent
X	Marc Ellis- McGuffey Teacher	x	Monica Jones - YEC Principal		Michele McCaughtry - PD and Gifted		Linda Hoey - C of Parent Eng.
x	Aadrian Thomas - Kirkmere Prinicpal		Zelda Hughes Howard - YEC Teacher		Shahenna Khan - Equity		Cheryl McArthur - Chief of HR
x	Cindy Johnson - Kirkmere Teacher	X	Madonna Barwick - Chaney Teacher	X	Lori Kopp - Chief of Student S.		Denise Danko - C of Operations
x	Bill Baun - Bunn Principal		Rob Kerns - Chaney Principal		Linda Yosay - DC of Stud. S.		Anthony DeNiro - DC of Business
X	Michaela Wolfgang -Bunn Teacher		Eboni Williams - Chaney 9th Principal		John LaPlante - C of Information		Denise Dick - Communications
X	Jennifer Damico- Taft Principal	X	Jeremy Batchlor - East Principal	X	Tim Filipovich - C of Acct. and Assess.	x	Patricia Dreher SSTR5
	Michelle Walsh- Taft Assistant Principal		Jeanne Constantino- East Teacher	X	Greg Kibler - DC of Data	X	Matthew Heath - SSTR5
	Latisha Tucker- Taft Teacher	x	Roshay Huff - East 9th Principal	X	Melissa Puhalla - Pre- School		Michelle Moore - SSTR5
	Deborah Difrancesco - REC Principal	X	Julie Clark - Chaney AP		Teresa Sanchez -Pre- School Teacher	X	ODE - Tarik White
x	Stacey Snyder - REC Teacher	x	Jennifer Walker - Wilson Principal		Bethany Flores - EL Director		Alida Treharn- Dir State & Fed Fund
	Artemus Scissum - MLK Principal	X	Diane Herdman - Wilson Teacher				AJ Ginnetti-Chief of Finance
	Kelsie Dorr- MLK Teacher	X	Tod Morris- REC Principal				

October 29, 2018

5:00 pm - Welcome - DLT Opening Procedures

Welcome

<ul style="list-style-type: none"> ● Welcome – Introductions ● Role Assignments / Meeting Evaluation Discussion - Professional Responsibility - Feedback Desired - Sept. 24, Evaluation to Review - 10 https://drive.google.com/open?id=1emCrA_X2uFXffvs-PZX2a5dMVpj_oUqZ ● Ground Rules - Revisit ● Agenda Review- Take a Minute to Review ● Meeting Content - Strategic Plan Implementation 	<p>Please review membership above and verify DLT members from your school.</p> <ul style="list-style-type: none"> ● Roles were assigned, ground rules revisited; previous meeting evaluation reviewed; agenda discussed and aligned to the YCSD Strategic Plan
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YCSD DLT Meeting Roles

Facilitators: Amanda McGinnis / Tim Filipovich	Date/Time of Meeting: October 29, 2018	Taskmaster:
	Location: East High School Library	Shelly Payich
Timekeeper: Kelly Weeks	Note Keeper: Diane Herdman	Process Observer: Stacey Synder and Tod Morris

YCSD DLT Meeting Norms

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

<p>DLT - Stakeholders from across the district, schools, and community</p> <ul style="list-style-type: none"> - Conducts a comprehensive needs assessment of the district: <ul style="list-style-type: none"> → Identifies data to be collected and organized; → Analyzes data from the district perspective; 	<ul style="list-style-type: none"> - Ensures stakeholder understanding and participation - Establishes a communication loop with Building Leadership Teams (BLTs)
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October 29, 2018

- Identifies root causes of problems;
- Prioritizes the district's critical needs;
- Continues the process throughout the year

YCS DLT Agenda

Monday, October 29, 2018 - 5:00 - 7:00 PM	DLT Minutes
<p>5:00-5:10 Review agenda, assign procedure duties</p> <p>5:10-5:15- Building Report Out</p> <ul style="list-style-type: none"> ● Feedback on YCS D Strategic Plan ● What are the Goals Trivial ● Review of OIP reboot (additional members on the DLT, BLT and TBTs other stakeholders)Blue Angels Video - Regrouping the work of our teams! <p>5: 15-5:30 Celebrations - Challenges - Next Steps - ,NWEA, DIBELs TRC, PSAT;3rd ELA AIR ,</p> <p>5:30-5:50-PBIS</p> <p>SMART Goal 1 and Goal 2</p> <p>YCS D Strategic Plan Goal Matrix</p> <p>With your building team do the following:</p> <ol style="list-style-type: none"> 1. Find and read the SMART Goal and the YCS D Strategic Plan Goal Matrix that relates to District goals for PBIS 2. Discuss with your building team how the SMART Goal, YCS D Strategic Plan Goal Matrix, building data aligns to building school improvement plan PBIS goals. 3. Discuss what your next steps will be before the next PBIS meeting on Tuesday, November 27th . Make sure to include preschool in the planning. Adult Implementation- what the adults will do. Student Implementation- what the students will do. <p>5:50-6:00- Share out Building PBIS alignments</p> <p>6:00-6:10- District Report Card Data Share Out (modeling activity for group work)</p> <p>http://education.ohio.gov/Topics/Data/Report-Card-Resources</p> <p>6:10-6:30 Report Card Data</p>	<ul style="list-style-type: none"> ● Tasks were assigned ● Goals from the Strategic Plan were reviewed for feedback and modification ● As a team, suggestions were made to invite new people to the BLT and DLT suggestions were City Kids Care, The United Way, Red Zone, YSU, Eastern Gateway and parents ● Groups identified one challenge and one celebration concerning all the Fall testing. Some challenges were due to staffing, technology problems, time constraints, students on roster who don't come to school, discipline issues, and having subs in the building. Some celebrations included NWEA readiness, better testing atmosphere, PSAT and 3rd grade AIR test went well, kids are arriving on time and the use of student leaders. ● Building Adult Implementation Data on use of Academic Program usage and implementation was shared for eSpark, Istation, and ThinkCerca to investigate strengths and challenges to discuss strategies to celebrate or improve ● Teamwork was encouraged through the Blue Angels Video and Christine's personal story. Link on agenda. ● PBIS was analyzed to see if it aligns with the district and building strategic plan goals.. Each school discussed their role in this alignment and reported out. They were challenged to take something relevant back to their BLT who will take it to the TBT and very importantly to be shared with students. Lowering the number of in school suspensions was one example of something that could be focused on and shared full circle. ● Evaluation of the meeting was highly recommended.

October 29, 2018

Break Out into Three Different Groups

- West Side Elementary Schools
- East Side Elementary Schools
- High Schools

Activity- Review Report Card Data. Discuss with team members what you notice about the different building's data. What are you still questioning?

With you building representative discuss the strengths, improvements and next steps from your report card data. Create a outline of a handout you could share with staff and parents to discuss what your building is working towards in improving data on the Report Card.

6:30-6:40- Briefly share your outlines

6:40-6:45 Communications through DLT to BLT to TBT

6:45-6:55 Process Observation - District Reminders - Meeting Closure

6:55-7:00 Meeting Evaluation: <https://www.surveymonkey.com/r/HHCTKZD>

- Teamwork Blue Angel Video shown to emphasize the importance of teamwork and working together through an aligned vision implementing the plan with fidelity.
- Christine Sawicki shared her personal experience of riding in a Blue Angel Jet in Cleveland; showed a video of her personal experience
- Report card activity planned for DLT work was not completed based on length of earlier agenda items; conversations about importance of building teams to reviewing report card data to inform if adjustments need to be made in their building plans or strategies - this activity was assigned to BLTs
- At the end of the meeting, the DLT facilitators reviewed items that should be shared out to BLT, TBTs and students. Emphasises what stressed on many times the communication stops at Teacher Based Teams, however communicating to students their own individual data is critical to establish ownership of their learning as the DLT, BLT and TBTs.
- District updates were discussed as listed in agenda near closing with time to complete evaluation
- Process Observer Tod and Stacy reviewed a brief summary of meeting process

DLT Theory of Action - Under Revision for 18-19

Gradual Release of Responsibility:

If we...	Then we...	Targets and Measures.....
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October 29, 2018

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	To Be Revised to Match Newly Revised Goals
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.	To Be Revised to Match Newly Revised Goals
Culture and Climate:		
If we...	Then we...	Targets and Measures..... To Be Revisited
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"> • The District will reduce the number of suspensions by 50% • The District will see an increase in student attendance rate

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"> ➤ DLT Communication through BLT to TBT: ➤ Communicate and Share: 	<ul style="list-style-type: none"> • Building Local Report Card Analysis to Inform Needs Assessment and Plan Adjustments • ThinkCerca, Istation, and eSpark adult implementation data analysis to occur at the BLTs and TBTs to develop action
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October 29, 2018

- TeamWork Video Blue Angels
- Revisit discussion on importance using the Evidence Based Strategies Link and Video to access for teachers and teams

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

- Process Observer Report Out:
 - District Reminders
 - TGRG RIMP Completion and Expectation Overview
 - eSpark and Istation ISIP Completion Data
 - After School Update
 - Professional Development Changes
 - NWEA Data Administrator Role - Operational Reports - Class - T
 - Field Trip Approval Process Revisited
 - November 6, 2018 District Wide PD Draft
 - Equity Office Report Out - Shaheena Khan
 - Evaluation Completion Time:
- Video Blue Angels: <https://www.youtube.com/watch?v=U-iyBsaehn8&t=2s>
- Rethink Labels: [ReThink Labels](#)
- Feedback on Strategic Plan: [Feedback on Strategic Plan Strategies](#)

Evidence Based Strategies Link: [Evidence Based Strategies](#)

Getting Started Evidence Based Clearing House Video:

<https://essa.chrr.ohio-state.edu/getting-started>

- Parking Lot Items:

October 29, 2018