

Routine Meeting/Discussion Initial Implementation Framework Discussions

Strategy Name: - Linear and Streamlined District

Strategy Number: 1

Date & Time: November 9, 2016 at 2PM

Team Members:

Name	Org	Position	Email e.g., @Demosophia.com	Invited (Required or Optional)	Attended (X if Yes)
Matt Lindell	Capital	School Board	matt.lindell@capital.k12.de.us		
Dr. Dan Shelton	Capital	Superintendent	dan.shelton@capital.k12.de.us		X
Dr. Sylvia Henderson	Capital	Assistant Superintendent	sylvia.henderson@capital.k12.de.us		X
Sean Sokolowski	Capital	Chief Financial Officer	sean.sokolowski@capital.k12.de.us		X
Paul Dunford	Capital	Director of Secondary Instruction	paul.dunford@capital.k12.de.us		X
Pam Herrera	Capital	Director of Elementary Instruction	pam.herrera@capital.k12.de.us		X
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Ben Wells	Capital	Supervisor of Technology	ben.wells@capital.k12.de.us		X
Mike Saylor	Capital	Supervisor of School Success Planning	michael.saylor@capital.k12.de.us		X
Elliot Hardin	Capital	Supervisor of Buildings and Grounds	elliot.hardin@capital.k12.de.us		X
LaWanda Burgoyne	Capital	School Improvement Specialist	lawanda.burgoyne@capital.k12.de.us		X
Melissa White	Capital	Principal, Fairview Elementary School	melissa.white@capital.k12.de.us		
Toriano Giddens	Capital	Principal, William Henry Middle School	toriano.giddens@capital.k12de.us		X
Lisa Whiteman	Capital	Teacher, WHMS	lisa.whiteman@capital.k12.de.us		X
Dick Scrafford	Citizen	Community, Construction	dick.scrafford@verizon.net		

Discussion:

Topic	Discussion/Status (Bullet topics for agenda. Revise based on actual conversation for minutes)	Action(s)	Assigned to
Review Purpose and Intent of Core Team	- Review Reporting of Progress - Review Strategic Intent Framework		
Review and Report out of Projects/ Work Groups	1. Instructional Rounds - Henderson BRINC consortium book study is ongoing. 4 elementary, 4 secondary visits scheduled through February; 3 completed to date. 2. Facilities Study - Sokolowski RFP issued & contract awarded to ABHA. Facility surveys issued to all schools. ABHA has met with principal and chief custodian at all schools except DHS & South (due to newness of buildings, these are not being studied for systems, but will be incorporated into the final plan). Walkthroughs have been completed (architectural, electrical, mechanical, and security). Close to on-time with schedule; should have summary completed in time for December Board meeting. Need to schedule a community meeting to present potential options for the Facility Master plan. Next step is to do final walkthroughs to ensure summary is accurate. Next step of design is dependent on population study, capacity study, historic preservation, and grade-level alignment findings. 3. Population Study - Cooke Consolidated report distributed. Multiple data sets predict modest growth from current enrollment to 2050. School capacity counts do not include temporary spaces (relocatable buildings) currently used at Hartly and North. The impact of opening or	2. Need to determine if we will present to the board on the Facility Study in December 3. Once finalized, get copy of report to link in the website	2. Shelton 3. McCarthy

	closing of charter schools cannot be projected and is not included in this data. 4. Historic Preservation - Trower Subcommittee representative of attendees/graduates from old DHS (CMS site), William Henry High (WHMS site), and BTW met October 10, 2016. Discussed ways to increase committee participation and gather input from the larger community and stakeholders. Preservation items discussed: • WHMS foyer & placards • Archival of school items • Planetarium • Central Middle School main steps (used at graduation) • Central Fieldhouse and Auditorium Discussed potential of a survey to go out to community and distributed using methods such as churches, Modern Maturity Center, e-mail lists, news paper. 5. Grade Level Alignment - Shelton Research on possible configurations has been completed. Presentations created for community (11/29) & staff (11/17) meetings to review subgroup findings and recommendations. Staff & public perspectives will be collected pre and post presentations and via website. 6. Instructional & Technology Master Plan - Wells District technology committee has met & determined near & far goals. Collaborating with BRINC for best practices in instructional technology. Other activities	4. Need to find members of committee from/ Representing Hartly	4. Trower
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	include: • Survey current needs • Increase bandwidth • Technology staffing & budgets (school) Next meeting is 12/7. 7. Balanced Scorecard - Saylor Will be presented to Board of Education this month. Group worked to identify the measures, outcomes, and targets from each of the Strategic Intents. Set 5 year goals and then set annual metrics to reach the goal. After Board approval, the scorecard will need to be housed online and include interactive links to information. Will be a living document to track progress within strategic plan. 8. Path to Pre-K - Henderson Launched expansion for this school year; fully staffed. Planning meeting for 2017-18 year will be scheduled for early 2017. 9. Communication Plan - Burgoyne Pending work.		
Work For Next Quarter	1. Forums and Outreach on Grade Level Configuration - Shelton 2. Facility Review/ Building Capacity - Sokolowski 3. Facility Planning 4. BRINC Strategic Planning 12/8 next meeting - on track to be complete by June) 5. District Communication Inventory and study	3. Develop a plan for community outreach and communication of Facility Review and Preparation for Facility Plan	3.Sokolowski

Communication Plan	- Sub Group Minutes to be posted to Web - Other potential Communication Gaps/ Needs and Solutions - 11/16 Board Meeting Update - Progress reported above - Balanced Scorecard Presentation		
Round Table			
Next Steps/ Next Meeting	- Board Update 11/16 - Grade level configuration recommendation to board 12/ - Next Proposed Core Team Update - 1st week of February via Doodle poll - Next Board Update 2/17		
Closing/ Review Action Items			