

Routine Meeting

Strategy Name: - Linear and Streamlined District

Strategy Number: 1

Date & Time: February 3, 2017 at 10 AM

Team Members:

Name	Org	Position	Email e.g., @Demosophia.com	Invited (Required or Optional)	Attended (X if Yes)
Sean Christiansen	Capital	School Board	Sean.Christiansen@capital.k12.de.us		
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		
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		
Dr. Joyce Denman	Capital	Director of Special Education	joyce.denman@capital.k12.de.us		
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		
Melissa White	Capital	Principal, Fairview Elementary School	melissa.white@capital.k12.de.us		x
Toriano Giddens	Capital	Principal, William Henry Middle School	toriano.giddens@capital.k12de.us		
Lisa Whiteman	Capital	Teacher, WHMS	lisa.whiteman@capital.k12.de.us		x
Dick Scrafford	Citizen	Community, Construction	dick.scrافتord@verizon.net		
James Trower	Capital	Supervisor, CN	james.trower@capital.k12.de.us		x
Mary Cooke	Capital	Director, HR	mary.cooke@capital.k12.de.us		x

Discussion:

Topic	Discussion/Status (Bullet topics for agenda. Revise based on actual conversation for minutes)	Action(s)	Assigned to
Review of last meeting Action Items	- Need to determine if we will present to the board on the Facility Study in December - Shelton - Facility Study was presented to the board at the January Meeting. - Once Population Study is finalized, get copy of report to link in the website - McCarthy - Population Study has been posted to the website - Historic Preservation Needs to find members of committee from/ Representing Hartly - Trower - Mr. Phillips has accepted the invitation to represent Hartly on the Historic Preservation Committee. Awaiting to hear back - Develop a plan for community outreach and communication of Facility Review and Preparation for Facility Plan - Sokolowski - Facility Master Plan group is continuing to explore options - Community forum held 2/1 to look at potential Building Configurations - Survey distributed on Historic Preservation	- Have Buildings place information in their Newsletter that consistently explains the work to date. Common Update that is e-mailed through BB connect - Candace/ building principals - WBOC Special Interest Story Investigation - Dan	

**Review and Report
out of Projects/
Work Groups**

- **Instructional Rounds - Henderson**-Last of the rounds will be Feb.8/9. Will be meeting to determine future group for training, expansion and planning our process. Focused on problem of practice - more conversational than walkthroughs. Looking to expand instructional rounds next year.
- **Facilities Study - Sokolowski** - Facilities study is complete.
<http://www.capital.k12.de.us/sites/capital.k12.de.us/files/files/Strategic%20Plan%20Documents/SI-1/Capital%20School%20District%20Master%20Facilities%20Plan%20presentationJanuary%2018%2C%202017%20board%20meeting.pdf> It will be used to make decisions for grade-level reconfiguration.
- **Population Study - Cooke** -
<http://www.capital.k12.de.us/sites/capital.k12.de.us/files/files/Strategic%20Plan%20Documents/SI-1/PowerPoint%20Presentation%20Population%20Study%20011817.pdf> Completed and posted on website.
Growth is relatively flat or slight increase.
- **Historic Preservation - Trower** - The survey is finished and available online. It was distributed earlier this week at the community forum. The surveys were also dropped off at Modern Maturity for additional feedback for our four historical buildings. |Jim and Elliott have also been in contact with the alumni association and discussed William Henry preservation - mostly concerned about plaques and the planetarium. Contacted Friends of Dover but have not heard back yet.
- **Grade Level Alignment - Shelton**
 - Work complete for now. Recommendation is board approved. Discussion continues about the best configuration for early childhood centers.
<http://www.capital.k12.de.us/page/3387>
- **Instructional & Technology Master Plan - Wells**
 - Assessment complete. Assessment Highlights presented to Core group. The assessment will continue to be updated as technology changes occur in the district. Recommendations being developed, including creation of different workgroups. Current systems (phones, visitor sign in, cameras, devices, etc.) will be rated. Recommendations will be prioritized and feedback will be elicited from stakeholder workgroups. Update to board will be ready in the near future - target March board meeting.
Potential Sub-Work groups:Visitor Sign-in, phone systems, cameras, etc.

3. Need to begin planning of the 100th anniversary of the Dover Special School District - Candace

- **Balanced Scorecard - Saylor**
 - The scorecard is board approved and posted online.
<http://www.capital.k12.de.us/page/3427>
 - The technology department is working on enhancements.
 - Some of the indicators may need to be revisited with the passage of ESSA - specifically SBAC and SAT

Work For Next Quarter	1. Facility Master Planning 2. BRINC Strategic Planning 3. District Communication Inventory and study 4. Registration and Start of the School Year Workgroup to be formalized	4. Add a work group for Start of the School Year Workgroup - Shelton	
Pending or Proposed Work.			
Discussion of Current Communication Plan	- Minutes, reports and presentations are available on website - Forums advertised in Paper - Other potential Communication Gaps/ Needs and Solutions - 2/15 Board Meeting Update - Progress reported above		
Round Table			
Next Steps/ Next Meeting	- Board Update 2/15 - Next Proposed Core Team Update - 1st week of May via Doodle poll - Next Board Update 5/17		
Closing/ Review Action Items			