

Routine Meeting

Strategy Name: - Linear and Streamlined District

Strategy Number: 1

Date & Time: December 5, 2017 - 1:00 - 2:30 pm

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		X
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
Ade Kuforiji	Capital	Chief Financial Officer	adewunmi.kuforiji@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
Dr. Joyce Denman	Capital	Director of Special Education	joyce.denman@capital.k12.de.us		X
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		X
Toriano Giddens	Capital	Principal, Towne Point Elementary	toriano.giddens@capital.k12de.us		
Lisa Whiteman	Capital	Teacher, WHMS	lisa.whiteman@capital.k12.de.us		X
James Trower	Capital	Supervisor, CN	james.trower@capital.k12.de.us		
Mary Cooke	Capital	Director, HR	mary.cooke@capital.k12.de.us		X

Discussion:



<https://docs.google.com/a/capital.k12.de.us/document/d/1xlxuTHh1Z8zcpDsHJfWEfHmPEmx9QI6GARNyzWPOE/edit?usp=sharing>
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Topic	Discussion/Status (Bullet topics for agenda. Revise based on actual conversation for minutes)	Action(s)/ Assigned to
Review of last meeting Action Items	- 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 - Similar in thought to the district newsletter - Platform needs to maximize electronic communications - Integrate this into overall communications plan with targeted audience and multiple platforms; build standing item to administrative agenda on communication updates - Communications Team - UPDATE: Still outstanding - Need to begin planning of the 100th anniversary of the Dover Special School District - Candace - April? 2019 "Capital" School District (1924?) - Moved to SI3 - Develop a short meaningful connection to be placed in school weekly newsletters to match the months Teaching and Learning Model to reinforce - Henderson - Present Balanced Scorecard to Board by November. - Saylor - Presented at the October 18, 2017 board meeting. - Communication Team: Run focus groups -	- Need to add a community member & secondary building administrator to Core Team: Shelton
Review and Report out of Projects/ Work Groups	● Teaching and Learning Model ○ Three Domains have been rolled out. ■ Safe and Supportive Environment: Beginning of the Year face-to-face ■ Standards-Based HyperDoc: Blended Learning format ■ Personalized Learning HyperDoc: Blended Learning Format ○ Adjusted timeline ○ Base-line data has been collected this year through walkthroughs aligned to Instructional Model. Planning for next year will happen based on this data, plus: ■ School Climate data ■ PD Survey (rewritten to align with	

	Instructional Model) ■ DPAS II Data ■ Academic data	
	● Instructional Rounds - Henderson 1. Cohort 2 in training through BRINC and Modern Teacher (18 administrators & coaches involved) 2. Instructional Rounds: implement this spring at Dover High School- working on identifying the problem of practice. a. Instructional Rounds through Elementary - currently in training and planning to implement Problem of Practice next year. b. Secondary is working with a group of DHS teachers across content disciplines to identify planning processes for cross-curricular work and will begin to identify how Instructional Rounds strategies would be accomplished to support the work.	
	● Certificate of Necessity ○ Placed as a Level 2 Priority ■ Level 1 is capacity ■ Level 2 is safety & security ■ Level 3 is programmatic ○ Not approved ○ Next Steps ● Facility Master plan ○ Need to look at how we calculate capacity for County Wide Programs ○ Come up with a Methodology around number of classrooms when class sizes must be small.	
	● Instructional and Strategic Technology Plan - Wells ○ Laptop Deployments Completed ~ 250 units ■ 3rd and 4th Grades, Central Middle School, and William Henry Middle School ○ Infrastructure Improvements: ■ Server Upgrades and Consolidation (Desktop Backups) - currently underway with all laptop deployments having this enhancement. ○ Workgroups:	

	■ Website - has met twice and is currently drafting selection criteria for scoring proposals. We are also in the process of developing custom surveys for different groups (e.g. parents, teachers, website editors, etc) ■ District App will be folded into the website committee to evaluate potential solutions ■ Visitor Sign-In Systems - has met twice, has developed a rubric, and is currently scoring 8 potential vendors ■ Security Camera Systems - on hold ● Discussion: We have schools where there are multiple exterior doors without camera coverage. Could we purchase cameras now that could be moved to new locations if/when built?	- Security Camera: Form a small committee to review existing needs and design 4-5 year solution for greatest needs: Kuforiji & Wells
	● Balanced Scorecard - Saylor Currently updated - We recently learned that DOE is not intending to administer the 5essentials survey this year, as scheduled. This will make it difficult to track progress within some key outcomes. Other measures will likely need to be identified. - http://www.capital.k12.de.us/page/3427	
	● Communication Plan - Burgoyne District Communication Study Team is actively working with the Website Committee and will be concentrating efforts on reviewing the developing surveys and how communication is addressed within the selection criteria. Next Steps - Focus Groups - Staff - What do they want to share out with Families? - Administrators - What do they want to share out with Staff and Families? - Families - What do they want from teachers, administrators, schools? What information should be delivered via specific platforms?	
	Path to Pre-K - Denman ● Peer process and enrollment (this link looks a little weird	

	- changing it from a work doc to a google doc did not work too well for the brochure) • https://docs.google.com/a/capital.k12.de.us/document/d/1xluTHh1Z8zcpDsHJfWEfHmPEmx9QI6GARNyzWPOE/edit?usp=sharing • Playground Progress • Curriculum Needs	
	• BRINC Strategic Planning Partnership has contributed to: - Implementing the Instructional Model - Planning support of tech conferences - Repository of lessons and units has been started - BRINC strategic planning meetings scheduled and back on structured work Met with Modern Teacher meeting in November. Continuing to work through and plan through the Digital Convergence.	
Work For Next Quarter	- Work based on CN - Technology Sub Committees - Communication Focus Groups - Parent info brochure on Teaching and Learning model - PD survey directly tied to Teacher and Learning model - Stand-up a Camera Committee	
Pending or Proposed Work.	- Add to Strategic Tech Plan: need to evaluate and replace landline phone systems at older sites	
Discussion of Current Communication Plan	- Minutes, reports and presentations are available on website - Board Presentation 12/13/17 - https://drive.google.com/open?id=1KzlNGgaxHEktFCQLr55tkn_fDXe6etmaV1H4hjw1-yzY	
Round Table		
Next Steps/ Next Meeting	- Next Meeting Doodle for March -	

Closing/ Review Action Items		
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