

Routine Meeting

Strategy Name: - Linear and Streamlined District

Strategy Number: 1

Date & Time: February 26, 2018 - 1:00 - 2:30 pm

Team Members:

Name	Org	Position	Email e.g., @Demosophia.com	Attended (X if Yes)
Sean Christiansen	Capital	School Board	Sean.Christiansen@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
Ade Kuforiji	Capital	Chief Financial Officer	adewunmi.kuforiji@capital.k12.de.us	
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	
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	
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	X
Lisa Whiteman	Capital	Teacher, WHMS	lisa.whiteman@capital.k12.de.us	X
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																								
Introduction and Review of Charge	Board Presentation Link - https://docs.google.com/presentation/d/1w44udONU3gzAQrIZNmEUbBmF88kHqeEiKae1xID9nig/edit?usp=sharing																									
Review of previous meeting Action Items	- Security Camera: Form a small committee to review existing needs and design 4-5 year solution for greatest needs - Kuforiji & Wells - Best Practice would be Honeywell or ExacQ Advantech Estimate for 32 Cameras ~\$50K/Elementary Building - Continuing to explore other options - Most low or no cost software only options have not proved viable - We are still exploring hardware/software only estimates using ExacQ. Potential solution would involve multiple vendors (cameras, ExacQ software, Dell Server, installation of cabling/cameras with our staff configuring both the system and cameras). This increases the complexity of the project and potential delay in implementation. - Preparing detailed response regarding the potential use of non commercial / industrial grade solution. - Highlight of current systems <table border="1"> <thead> <tr> <th>Building</th><th>Total Cameras</th><th>Average Age of System (Years)</th></tr> </thead> <tbody> <tr> <td>BTW</td><td>42</td><td>3.5</td></tr> <tr> <td>East</td><td>1*</td><td>Unknown</td></tr> <tr> <td>Fairview</td><td>8</td><td>8</td></tr> <tr> <td>Hartly</td><td>3</td><td>4</td></tr> <tr> <td>North</td><td>8</td><td>15</td></tr> <tr> <td>South</td><td>49</td><td>12</td></tr> <tr> <td>TP</td><td>8</td><td>8</td></tr> </tbody> </table>	Building	Total Cameras	Average Age of System (Years)	BTW	42	3.5	East	1*	Unknown	Fairview	8	8	Hartly	3	4	North	8	15	South	49	12	TP	8	8	Team will continue research prior to board meeting
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2. Need to add a community member & secondary building administrator to Core Team	2. No progress																				
3. Have Buildings place information in their Newsletter that consistently explains the work to date. Common Update that is e-mailed through BB connect - Shelton	3. Plan to 3x year update (See #4)																				
4. Candace/ building principals a. Have Proposal to publish 2 or 3 papers per year; Pre-School Start/Summer, Pre-Choice/November, Pre-Summer/Spring - community newsletter/flyer delivered in Dover Post b. New Website will have better communication/ distribution availability																					
5. Develop a short meaningful connection to be placed in school weekly newsletters to match the month's Teaching and Learning Model to reinforce - Henderson	5. Done																				
6. Communication Team: Run focus groups - Communications integrated with Equity work: tentative MAEC focus group dates: 4/10 & 11 (Students, Parents, Staff, Community)	6. In place																				
Review and Report out of Projects/ Work Groups	● Teaching and Learning Model ○ PD survey directly tied to Teacher and Learning model: https://www.surveymonkey.com/r/CSDPD2018 ○ Parent info brochure on Teaching and Learning model: https://drive.google.com/file/d/17Y--																				

	ZlXyn49EoS1H3brAr0T3Ws-se2fG/view?usp=sharing ● Instructional Rounds ○ CSD Cohort 2 finishing up ○ Plans for CSD Cohort 3 ● BRINC Strategic Planning ○ Reviewing budgets and considering expansion	
	● Facility Master Plan ● Certificate of Necessity ○ Meeting being set up with Jim Pennewell ○ Working with DE DOE to establish a new formula for Capacity at D setting, State-wide, County-wide and potentially C Settings.	
	● Instructional and Strategic Technology Plan - Wells ○ Workgroups: ○ Website, District App, and Emergency Notification and Communication Systems rolled into a single group ■ Vendor Presentations and Technical Scorings have been completed. Final review underway with recommendation forthcoming shortly. ○ Visitor Sign-In Systems ■ Technical review and scoring completed with top two vendors continuing in the process ■ Establishment of scoring system for Vendor Presentations needs to be scheduled with presentations following ■ Security Camera Systems - underway (see action items review)	
	● Communication Plan - Burgoyne ○ Given the move toward integration of communication within technology and now equity, what is the communication team's purpose moving forward? ○ Revisit after conclusion of Focus Groups to determine need/purpose ● Balanced Scorecard - Saylor ○ <link>	

	● Path to Pre-K ○ Workgroups ■ Peer Connections ■ Workload/Caseload/Calendar	
	● Safety and Security - Shelton - Recommending New Section to include - Camera Systems - Stand-up a Camera Committee - Sign-in, Sign-out - Keycard Access - School Safety Monitors - SROs - Building Security and Safety - Window reinforcement	
Round Table		
Next Steps/ Next Meeting	Next meeting set up Doodle Poll for June 2018	
Closing/ Review Action Items		