

## Routine Meeting

Strategy Name: - Linear and Streamlined District

Strategy Number: 1

Date & Time: June 4, 2018 - 1:00 - 2:30 pm

Team Members:

| Name                 | Org     | Position                              | Email<br>e.g., @Demosophia.com         | Attended<br>(X if Yes) |
|----------------------|---------|---------------------------------------|----------------------------------------|------------------------|
| Sean Christiansen    | Capital | School Board                          | ralph@thebuggydelaware.com             |                        |
| 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                      |
| Scott Simpson        | Capital | Director of Special Education         | scott.simpson@capital.k12.de.us        |                        |
| Ben Wells            | Capital | Supervisor of Technology              | ben.wells@capital.k12.de.us            | x                      |
| Cathy Schreiber      | Capital | Supervisor of School Success Planning | cathy.schreiber@capital.k12.de.us      |                        |
| Elliot Hardin        | Capital | Supervisor of Buildings and Grounds   | elliot.hardin@capital.k12.de.us        |                        |
| 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, Towne Point Elementary     | toriano.giddens@capital.k12de.us       |                        |
| David Thomas         | Capital | Assistant Principal, CMS              | david.thomas@capital.k12.de.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                      |
| Donna McGee          | Capital | Teacher, WHMS                         | donna.mcgee@capital.k12.de.us          | x                      |
| Candace McCarthy     | Capital | Public Relations                      | Candace.McCarthy@capital.k12.d<br>e.us | x                      |

Discussion:

| Topic                                                 | Discussion/Status<br>(Bullet topics for agenda. Revise based on actual conversation for minutes)                                                                                                                                                                                                                                        | Action(s)/ Assigned to |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Introduction and Review of Charge</b>              | Board Presentation Link -                                                                                                                                                                                                                                                                                                               |                        |
| <b>Review of previous meeting Action Items</b>        |                                                                                                                                                                                                                                                                                                                                         | 1.                     |
| <b>Review and Report out of Projects/ Work Groups</b> | <ul style="list-style-type: none"> <li>• <b>Teaching and Learning Model</b> <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• <b>Instructional Rounds</b> <ul style="list-style-type: none"> <li>○</li> </ul> </li> <li>• <b>BRINC Strategic Planning</b> <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul> |                        |

|  |                                                                                                                                                                                 |                                                                                    |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  |                                                                                                                                                                                 | 2. Schedule a summer day for the BRINC Capital Strategic Planning team - Henderson |
|  | <ul style="list-style-type: none"> <li>• <b>Facility Master Plan</b></li> <li>• <b>Certificate of Necessity</b> <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul> |                                                                                    |
|  | <ul style="list-style-type: none"> <li>• <b>Instructional and Strategic Technology Plan - Wells</b> <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>             |                                                                                    |
|  | <ul style="list-style-type: none"> <li>• <b>Communication Plan - Burgoyne</b></li> </ul>                                                                                        |                                                                                    |
|  | <ul style="list-style-type: none"> <li>• <b>Balanced Scorecard - Schreiber</b></li> </ul>                                                                                       |                                                                                    |

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|---------------------------------------------|------------------------------------------------------------------------------------------|--|
|                                             |                                                                                          |  |
|                                             | <ul style="list-style-type: none"> <li>• <b>Safety and Security - Shelton</b></li> </ul> |  |
| <b>Round Table</b>                          |                                                                                          |  |
| <b>Next Steps/<br/>Next Meeting</b>         |                                                                                          |  |
| <b>Closing/<br/>Review Action<br/>Items</b> |                                                                                          |  |