

Routine Meeting

Strategy Name: - Linear and Streamlined District

Strategy Number: 1

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

Team Members:

Name	Org	Position	Email e.g., @Demosophia.com	Attended (X if Yes)
Ralph Taylor	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	X
Paul Dunford	Capital	Director of Secondary Instruction	paul.dunford@capital.k12.de.us	
Pam Herrera	Capital	Director of Elementary Instruction	pam.herrera@capital.k12.de.us	
Todd Simpson	Capital	Director of Special Education	todd.simpson@capital.k12.de.us	X
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	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	
David Thomas	Capital	Assistant Principal, CMS	david.thomas@capital.k12.de.us	X
Lisa Whiteman	Capital	Teacher, WHMS	lisa.whiteman@capital.k12.de.us	
James Trower	Capital	Supervisor, CN	james.trower@capital.k12.de.us	X
Mary Cooke	Capital	Director, HR	mary.cooke@capital.k12.de.us	X
Donna McGee	Capital	Teacher, WHMS	donna.mcgee@capital.k12.de.us	
Candace McCarthy	Capital	Public Relations	Candace.McCarthy@capital.k12.d e.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/1HYie3PaAITvPTnfHoUpJBgRWKY1l5a-Flq-k-NvwVRc/edit#slide=id.p32	
Review of previous meeting Action Items	1. Schedule a summer day for the BRINC Capital Strategic Planning team - Henderson? a. Met Thursday to look at the Goals that were targeted for the end of the summer b. Ecosystem grew, beginning to see that Curriculum is falling behind on the Modern Teacher Framework to move the district forward toward a Modern learning environment c. Focus now will be on lesson planning.	
Review and Report out of Projects/ Work Groups	● SI1.1 Instructional Model - Henderson ○ District Walkthrough Protocol ■ Began Accountability Walks with new note pad ○ Cross School Walkthroughs ■ Following instructional rounds model with an instructional focus ■ Problem of practice ○ BRINC Instructional Rounds ■ 4 cohorts, the rest of Capital admin will be trained along with strategically selected teachers. ■ Capital will host a session this year. ■ Mike Smith will return in January to facilitate a Capital planning session. ○ Teaching and Learning Model ■ Deeper Dive in Safe and Supportive ■ SEL embedded into model ■ Looking at Lesson planning and technology infusion focus on tier 1	

	instruction ○ Common Language Definitions ■ Just published ■ https://docs.google.com/document/d/1o4r9II9LkAPbWbIMBsAmolZP0bB40hihTR6KrWqoc8Q/edit?usp=sharing ○ BRINC Strategic Planning - Henderson October 25 - exec board planning 10 BRINC districts	
	● SI1.2 Facility Master Plan - Shelton ○ Certificate of Necessity https://drive.google.com/open?id=1H0bWAFNNEOaqRrK3Kuo35AdHtPjyId5 ○ Historic Preservation Committee-Trower ■ WHMS - Looking at how to get materials and items. ■ CMS - Trying to connect with Alumni	
	● SI1.3 Strategic Technology Plan - Wells ○ Website up and running ■ Directory/ staff log in up and running ■ Training at building level next on agenda ■ Working through issues with integration between website and social media applications ○ District App ○ Wireless ■ Cabling begun ■ POIP switches have a noisy fan and are backordered ○ Cameras ■ New standard system has been stood up at East - 1 camera to be installed soon. ■ Looking at Central expansion and	

	upgrade, currently a Coax based system	
	● SI1.4 District Communication Plan - Burgoyne ○ Emergency Notification and Communication Systems - Wells ■ First training session for Communicate completed for administrators ■ Communication plan for families ■ 1st messenger call will be on Oct. 14. ■ Oct. 15th move from BBC to SMC ○ Balanced Score Card - Schreiber ■ Looking at the changes that may be necessary due to the DSSF ■ Realigning expected targets based on new goals	
	● Safety and Security - Shelton ○ Safety Monitors in place and going well ○ Next step auditing and updating ERiP ○ New Badges will be available at each building, Mr. Woodard will go around with the system to update on site.	
Round Table		1.1 - Need to ensure we have a community Member and Parent - Shelton 1.2 - If CN is approved need to activate a large group of stakeholders for referendum committee - Shelton
Next Steps/ Next Meeting	Next Meeting - January 4, 2019 1 pm - 2:30 pm	
Closing/ Review Action Items		