

Date & Time November 1, 2017

First Name	Last Name	Position	Attended (X if Yes)
Dan	Shelton	Superintendent	X
Sylvia	Henderson	Assistant Superintendent	X
Sean	Christiansen	Board Member	X
Tonya	Guinn	Director of Student Services	X
Michael	Saylor	Supervisor of School Success	X
LaWanda	Burgoyne	School Improvement Specialist	
Donna	McGee	PE Teacher at WHMS	X
Jerry	Houston	Community Representative	
Aaron	Harris	Athletic Director	
Kelly	Green	Principal of North Elementary	X
Lurleen	Bryant	Associate Principal of WHMS	X
Mary	Cooke	Director of Human Resources	X
Rod	Fessel	Visiting Teacher	X
Candace	McCarthy	Public Relations	X
Thomas	Leighty	Teacher at DHS	X
Allan	Angel	Community Representative	X

Topic	Discussion/Status (Bullet topics for agenda. Revise based on actual conversation for minutes)	Action(s)	Assigned to
Welcome/Share Intent 3	Whole group discussion	Review - Dr. Henderson thanked everyone for attending. Attendees introduced themselves.	Henderson
Communication of plan from workgroups	3.1 Recruit/Retain Quality Staff	Schoolology - handout	Cooke
	1. Ideal Candidate Profile 2. Recruitment Plans 3. Partnerships with universities and colleges 4. Cultural Competency	3.1 Recruit/Retain 1. Ms. Cooke explained that she has met with a workgroup and the IAC to describe what the characteristics of an ideal capital teacher. Results were shared on the handout.	Guinn

	3.2 Engage Capital Families/Community 1. Family Engagement Training 2. Defining parent involvement 3. Community Partners 3.3 Marketing and Branding 1. Super Senator Day - Successful first one - Planning meeting set for March 14, 2017 2. Beat Down ALS- May 6 3. Building Community Events BTW - BTW Dedication 3/30/17 - Present the Historic memorabilia displayed - Tours of facility 4. Message from the top (MFTT) - Draft of Strategic Brand - https://drive.google.com/open?id=0B9mvJ-biqOqVzk1OTR1QlZBRGc - Beginning to develop storyboards - Plan to film a section at Tech. Conference - Plan to have students and staff messages - Plan to Present at Staff Back to School Event and then publish on web.	2. The workgroup met again on 12.6.16 to create a plan for recruitment for next school year. Minutes are in Schoology. Qualifications for new certifications has changed. This creates new challenges because not all states have the new requirements - an education performance exam. 3. Partnerships - Ms. Cooke is working with Wilmington University about ARTC. She contacted UD about a paraprofessional program - 2 year alternative route to certification leading to a Master's Degree in Special Education. An onsite information session with UD is being planned. 4. Cultural Competencies - recognizing that we want a diverse teaching staff. This will be under review next year. 3.2 Family/Community Engagement Handout provided. Will be meeting next week - Tuesday. Completed research at this point. Several team members will be attending a parent involvement conference in March. 3.3 Marketing and Branding 1. Super Senator Day - great turnout. Planning is beginning for next year's event. 2. Giving Back - Beat down to ALS on May 6 - Drumline competition. 3. BTW event on March 30 -	Henderson McCarthy Shelton
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		Display cases will be installed, presentation will be given, fourth graders will give tours 4. MFTT - Incorporates strategic plan and initiatives to many stakeholders - will be previewed at the technology conference in the spring. Question - Will Senator pride target local business owners that are alumni? Can Super Senator Day include a table for alumni? Another group to target for Senator Pride is transient military alumni. Story boarding - should we use an internal or external group in creating the MFTT. Consensus was to use an outside agency.	
Upcoming and Additional workgroups	1. End of year celebration 2. Whole group discussion/Smartsheet	Assign volunteers to list... Look for an invitation to be in a working group to help plan an end-of-year celebration. Possibly event to be held on the last student day.	Cooke Henderson
School Board presentation	https://docs.google.com/a/capital.k12.de.us/presentation/d/1StTPIGOIFdttoPbnbzFXrd4JtDwhOvif4MLMVH1xFTs/edit?usp=sharing	Presented on January 18, 2017	Henderson
Remaining dates for SI 3 core team	Set meeting review dates every 3 months prior to board meeting	Next meetings - April 4, 2017 July 5, 2017	Henderson