District Leadership Team (DLT) Agenda / Minutes
Ohio Improvement Process
Ohio’s 5-Step Process

DLT Meeting Dates: September 11, 2017; October 30, 2017; November 27, 2017; December 18, 2017; January 8, 2018; February 12, 2018; March 12, 2018; April 23, 2018; May 21, 2018

Team Members Present: DLT Membership

| X | Rob Kearns - Harding Principal | Michelle Payich - Williamson Principal | Connie Coburn - DC Early Childhood | Krish Mohip - CEO |
| X | Ashley Carano (Buckner) - Harding Teacher | Dena Esmail-Williamson Teacher | Melissa Puhalla - Pre-School | Ty Olverson - CAO |
| X | Leesa Boyer - Harding Teacher | Kelly Weeks - Volney Principal | Kenya Sadler - DC Transformation | Joe Meranto - Superintendent |
| X | Teri Coward - Harding AP | Allison English - Volney Teacher | Jeanne Constantino - East Teacher | Lori Kopp - Chief of Student S. |
| X | Cathy Dorbish - McGuffey Principal | Monica Jones - YEC Principal | Christine Sawicki - C of Teach/Learn | Linda Yosay - DC of Stud. S. |
| X | Katherine Buonavolonta - McGuffey Teacher | Madonna Barwick - Chaney Teacher | Shahenna Khan - C of Elem DC Trans | Cheryl McArthur - Chief of HR |
| X | X | X | Matthew Heath - SSTR5 | Tryvan Leech - DC of Ops & Sp Proj |
| X | Cindy Johnson - Kirkmere Principal | Eboni Williams - Chaney 9th Principal | Michelle Moore - SSTR5 | Denise Danko-DC of Operations |
| X | Bill Baun - Bunn Principal | Sonya Gordon - East Principal | John LaPlante - C of Information | Jennifer Damico-DC of Operations |
| X | Patty Lyden - Bunn AP | Roshay Huff - East 9th Principal | Tim Filipovich - C of Acc. and Aes. | Anthony DeNiro - DC of Operations |
| X | Kayla Klacik - Bunn Teacher | Jennifer Walker - Wilson Principal | Tim Freeman - DC of Culture | ODE - Tarik Whiteg |
| X | Christopher Haynes - Taft Principal | Diane Herdman - Wilson Teacher | X | Amanda McGinnis- DC Instruction | Denise Dick - Communications |
| X | Jennifer Felt-Taft Teacher | Mike Saville - Choffin Principal | Greg Kibler - DC of Data | Jaclyn Krujac - DC Instruction |
| X | Deborah Difrancesco - REC Principal | Anina Karlovic - Choffin Principal | Megan Hosseinejad - Bunn Teacher | Patricia Dreher SSTR5 |
| X | X | | | |
| X | Stacey Snyder - REC Teacher | Maurice Taylor - Choffin Principal | Debra Campbell East AP | Bethany Flores - EL Director |
| X | Tod Morris - REC Co-Principal | Artemus Scissum - MLK Principal | | |
| X | Rick Gurski- Taft | Ashlee Cain-MLK Teacher | | |

April 23, 2018
## 5:00 pm - Welcome - DLT Opening Procedures

<table>
<thead>
<tr>
<th>Welcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Welcome – Introductions</td>
</tr>
<tr>
<td>- Role Assignments / Meeting Evaluation Discussion</td>
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<tr>
<td>- Ground Rules</td>
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<tr>
<td>- Agenda Review</td>
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<td>- Meeting Content</td>
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</tbody>
</table>

Please review membership above and verify DLT members from your school.

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## YCSD DLT Meeting Roles

<table>
<thead>
<tr>
<th>Facilitators: Amanda McGinnis / Tim Filipovich</th>
<th>Date/Time of Meeting: April 23, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timekeeper: Debbie D</td>
<td>Taskmaster: Rob Kearns</td>
</tr>
<tr>
<td>Location: East High School Library</td>
<td>Note Keeper: Leesa Boyer</td>
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</tbody>
</table>

Process Observer: Diane

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## YCSD DLT Meeting Norms

| - One Voice |
| - Manage Technology |
| - Be Engaged |
| - Agree to Disagree |
| - Use Tools (Parking Lot) |
| - Be Prepared |
| - Be on Time; Stay on Time; End on Time |
| - Challenge the idea not the person |

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## Roles and Responsibilities of DLT Members

Compute district-wide and community school-wide focus on high achievement for all students, including all subgroups.

- Develop a single district or community school improvement plan that focuses on a few district or community school goals for instruction and achievement.
- Convey to schools and the community the district’s or community school’s mission for guiding the development of the focused plan.
- Ensure that schools have focused building plans that are aligned to the district’s or community school’s goals.
- Monitor the progress of the district or community school plan, performance, and indicators and make necessary adjustments that are based on data.
- Communicate to ensure coherence and continuity.
- Provide opportunities for meaningful input and feedback from internal and external stakeholders.
- Make decisions on financial and capital management aligned to district or community school goals and strategies.
- Evaluate the plan and process.

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April 23, 2018
last week we talked about discipline, and found out more about referrals. Teachers don’t have access to see it, but Dean’s do. It will change to where a copy will be put into the writing teacher’s box stating what the discipline and consequences are. It is happening in some schools, but not consistently. Amanda and team will follow up to make sure it is getting done properly.

Last month’s eval - we all took it. Many things were marked as Always and Mostly. We don’t really have many Sometimes or Never’s. Participation was a Sometimes. Better plan for DRF’s was talked about a lot at BLT’s per schools and plans were created. Feedback was positive about data, and BLT and 5 week review. Communication is a big deal and we are addressing it.

What’s on fire? What are you doing to help you put it out? The main foci were tardies, attendance, and grades. There were many strategies that were mentioned to try to combat this - puzzle pieces for pizza, Y-Bucks, raffle tickets for on-time arrival, spelling contests for 1st grade to spell out “perfect attendance.” Grades are another struggle for D’s and F’s. Reteach Friday - based on exit slips and addressing the standards that the kids missed that week. They will graph their own progress. BUGS is another strategy that is implemented with sports students. Tardies are starting to add up and the list is increasing regardless of the strategies. We have also seen a spike in suspensions due to progressive discipline with more data. Root causes of behaviors will allow interventions and solutions will really be able to identify the trigger. Graduation pathways - which option/pathway would be the best for them. Attendance will be a struggle for the rest of the year due to it being close to the end. We can look into sending our Deans or different personnel to a Restorative Justice training. This is a week long thing in
April 23, 2018

Group 4 (McGuffey-YEC-Volney)
Group 5 (East-MLK)

6:30-6:45 Whole Group Debrief
6:45- 6:50 Communications through DLT to BLT to TBT
6:50-6:55 District Reminders - Meeting Closure
6:55-7:00 Meeting Evaluation

https://www.surveymonkey.com/r/Q22F622

June, and would be a really good thing to get multiple people from each school to go.

BLT: Kirkmere, Bunn, Choffin, Harding, Williamson, Wilson, REC, Chaney, McGuffey, Taft, Harding, YEC, Volney

What is working during BLT? How do you know? What is your evidence?

East- BLT run by teachers and they rotate the job. They see the agenda, they can add and subtract what they think is pertinent. It was a gradual release.

Chaney - ICLE - international center for leadership and education. Do the We surveys. That data is shared at BLT and it is analyzed, reviewed, and see what is working and not. What we talk about in BLT is talked about in TBT’s and back to us.

Harding, Wilson, MLK just started with the ICLE as well.

McGuffey - Revamping of agendas - looking at global data - really felt that a lot of ideas and interventions are coming from the BLT and are much more proactive. They are taking that information and taking it back to the BLT’s. Being superheros is the theme of the school and is translated through their interventions, and the way that the school is run.

Kirkmere - Agendas are emailed this year and more prepared as to what we are going to do. We are on task and talking a lot more. A talking wheel was started to facilitate more talking. We will break up into groups as well. Exit slips are our evidence and what we will take back to the TBT’s. We have a google classroom is shared out. Whatever it is, it is in the learning cycle and shared out to the staff. It is all related to GRR in same way. Being able have the videos and the conversations that ensue after are a great way of learning and a peer eval to see what was taken away from the video is really great as well as it being on their own time.

Harding has changed the BLT meeting completely. The teachers present
April 23, 2018

<table>
<thead>
<tr>
<th><strong>posters that outline what has been happening in the classroom.</strong></th>
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<tbody>
<tr>
<td><strong>Wilson</strong> - Broken down into specific committees and when others have questions, we can delve into the data collected by the committees and can discuss what is going on. We take this to the teacher meetings in TBT’s. We discuss any questions we have then, and bring them to the BLT the next week. A lot has been shared out on Class Dojo as well. From the DLT to BLT to TBT, we are prepping for AIR or whatever takes precedence we can’t always talk about all this information at our TBT what happens at the BLT’s due to our busy schedules and small span of time.</td>
</tr>
<tr>
<td><strong>Timing of BLT’s and TBT’s can be a struggle depending upon when they are held. Each school does it at a different time. Trying to accommodate the TBT on late start dates. The TBT and BLT could be held after school, but so many different programs are going on after school that it is not wholly possible. Staying until after After school is done may be an option as well.</strong></td>
</tr>
<tr>
<td><strong>YEC</strong> - We discuss a lot of building wide challenges - schedules, BLT, each department shares out and what strategies they are doing. Peer visits and the peer eval that goes along with that. What are we sharing with their BLT’s - strategies - puzzle attendance, Flashback Fridays, etc. What are people doing in regards to getting kids and teachers prepared for NWEA? Once AIR testing is over and we can breathe, we need to prepare for prepping the kids for NWEA. Reflection Fridays - look at their progress so far, and figure out what the ‘holes’ are and fill them.</td>
</tr>
<tr>
<td><strong>Last day of After School May 3rd!!!!!!!!!!!!! So exciting!!!!!!!!!!!!!!!</strong></td>
</tr>
<tr>
<td><strong>Next DLT May 21, 2018. Postings for summer school will be posted this week. 3rd grade guarantee will be a week long - then the kids will come back after the 4th of July.</strong></td>
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DLT and BLT Theory of Action

Gradual Release of Responsibility:

<table>
<thead>
<tr>
<th>If we...</th>
<th>Then we...</th>
<th>Targets and Measures.....</th>
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</thead>
</table>
| Utilize the Gradual Release of Responsibility as the Instructional Framework, which includes diagnosing the instructional gaps in our... | we will yield higher results in students’ growth and achievement in Reading and Math... | ● 80% of K-2nd grade students will be on grade level as measured by DIBELS and 65% will be on Grade Level as measured by TRC...  
● 80% of 3rd-12th grade students will meet their NWEA Growth Targets... |
students' educational profiles and providing appropriate scaffolded interventions and supports

The District will receive a B on the State Report Card in Value-Added and a C in Achievement

<table>
<thead>
<tr>
<th>Ohio's Learning Standards:</th>
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<tbody>
<tr>
<td>If we...</td>
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<tr>
<td>create daily learning experiences that are aligned to the rigor of the Ohio Learning Standards and provide formative/summative assessments that match the rigor of Ohio's State Tests (AIR Assessments)</td>
</tr>
<tr>
<td>Then we...</td>
</tr>
<tr>
<td>we will grow our students one full academic year or more.</td>
</tr>
<tr>
<td>Targets and Measures.....DLT</td>
</tr>
<tr>
<td>The District will receive a B or higher on the State Report Card in Value-Added</td>
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Culture and Climate:

<table>
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<th>If we...</th>
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<tbody>
<tr>
<td>train our staff to embrace Social Emotional Competencies and utilize Restorative Practices</td>
</tr>
<tr>
<td>Then we...</td>
</tr>
<tr>
<td>we will see a reduction of misbehaviors and out-of-school suspensions</td>
</tr>
<tr>
<td>Targets and Measures.....</td>
</tr>
<tr>
<td>● The District will reduce the number of suspensions by 50%</td>
</tr>
<tr>
<td>● The District will see an increase in student attendance rate</td>
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Communicate: DLT – BLT Communication: Theory of Action

How will two-way communication be accomplished? What will be reported from the DLT to the BLT?

➢ Communicate through BLT to TBT:
➢ Communicate Recommended Theory of Action Strategy:
➢ Communicate and Share:

April 23, 2018
Meeting Closure: Process Observation and Evaluation
Report from Process Observer
Survey Monkey will be sent out to evaluate meeting and be discussed at beginning of next DLT Meeting

➢ District Reminders
  - TGRG-RIMPs need monitored monthly
  - 2018-2019 State Assessment Calendar
  - Assessment Reminders - NWEA May 14th
  - Last Day of After School Thursday, May 3rd
  - Next DLT May 21st
  - Summer School Dates and locations
    - 3rd Grade TGRG Intervention- June 11th - June 29th
    - July 9-13th
    - location: Volney and Taft
    - 8:30-12:30 break and lunch included
    - K-8 Summer School Enrichment Program and Success by Six (Pre-K Students)
    - July 9th- August 3rd
    - 8:30-3:00pm Location: Kirkmere, Bunn and Harding

➢ Process Observer Report Out:
➢ Evaluation Completion Time:
  https://www.surveymonkey.com/r/PHJWMWY