

## District Data Team

**Date of Meeting: May 11, 2010 – Final DDT Meeting for 2009-10**

**Time: 9:00 am – 3:00 pm**

**Attendees: District Data Team**

**Next Meeting will be SDE Progress Monitoring for 2009-10 – June 16, 1-3 p.m.**

### District Data Team Meeting Agenda

Time Allotted	Agenda Item	Description	Expected Outcomes	Notes
9:00 – 9:05	<ul style="list-style-type: none"> <li>Review Norms</li> </ul>	<ul style="list-style-type: none"> <li>Team will review established norms</li> </ul>	<ul style="list-style-type: none"> <li>Team will apply norms throughout the meeting</li> </ul>	<ul style="list-style-type: none"> <li>Norms were reviewed and all schools were present with representatives in attendance.</li> </ul>
9:05 – 9:10	<ul style="list-style-type: none"> <li>Review Agenda</li> </ul>	<ul style="list-style-type: none"> <li>Briefly review agenda items and appoint timekeeper and note taker</li> </ul>	<ul style="list-style-type: none"> <li>Follow time allotments for agenda items in order to complete agenda and take minutes in “Notes” section of this Agenda.</li> </ul>	<ul style="list-style-type: none"> <li>Recapture Marzano’s Vocabulary</li> <li>Prepare for June 16 Monitoring Visit</li> <li>Revisit membership configuration and meeting schedule for 2010-11.</li> <li>Bob Fontaine is the timekeeper</li> </ul>
9:10 -9:30	<ul style="list-style-type: none"> <li>Review DDT Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Most recent DDT Minutes (April 11) will be reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Updates on TEAM and form subcommittee to write plan</li> <li>Summer Program</li> <li>Curriculum Maps</li> </ul>	<ul style="list-style-type: none"> <li>Training was held April 26 – 26 staff members received updated training. New teachers for 2009-10 (20 tch.) will</li> </ul>

			<ul style="list-style-type: none"> <li>• Summer Reading</li> <li>• Revised SIPs</li> <li>• Use of New Forms</li> <li>• Marzano Vocabulary</li> </ul>	<p>do one year or two modules (out of 3). Will be eligible for Provisional Certificate at the end of the year. Year 2 or Year 3 teachers will do one module – either #3 or #4, by 1/3/11. District Data Team will serve as district TEAM overseers.</p> <ul style="list-style-type: none"> <li>• Summer program will have 400 students.</li> <li>• Kick off article in The Chronicle for June publication. Theme will be “Middletown Reads”. Students will receive wristbands and a book to keep.</li> </ul>
9:30 – 9:45	<ul style="list-style-type: none"> <li>• Celebrations</li> </ul>	<ul style="list-style-type: none"> <li>• Share achievements based on data, citing strategies impacting student success</li> </ul>	<ul style="list-style-type: none"> <li>• District and School successes will be celebrated and successful strategies shared</li> </ul>	<ul style="list-style-type: none"> <li>• Bob Fontaine observed while on an accreditation site visit that the district is light years ahead of others.</li> <li>• Renata stated that the feedback from the district welcoming strategies has been very positive. Barbara stated that the redistricting transition has been smooth and it is a credit to elementary staff and principals to have that type of organization.</li> </ul>

				<ul style="list-style-type: none"><li>• Jim Mitchell thanked the district for the presentations at the Data Showcase.</li><li>• Preliminary spring F &amp; P data at the middle schools is promising for individual student progress in reading. Progress is also documented at the elementary level particularly in decoding, fluency, and comprehension.</li><li>• Lawrence reported that every student has increased two levels except for two students and students are talking about what level they are at. Keigwin also sees students talking about their level.</li><li>• Teachers at Bielefield saw so much gain with students they questioned the validity of the test, when in fact, the students have really increased that much.</li><li>• The Men at School students read to 116 preschool children and each child received three books.</li></ul>
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<p>9:45 – 10:15</p>	<ul style="list-style-type: none"> <li>• June 16 Spring Monitoring Visit</li> </ul>	<ul style="list-style-type: none"> <li>• Kathleen Wedge and Jim Mitchell will review new spring monitoring process (see attached documents)</li> </ul>	<ul style="list-style-type: none"> <li>• Team will determine attendees for June 16</li> <li>• Team will determine data to be collected and reports to be completed</li> </ul>	<ul style="list-style-type: none"> <li>• June 16 meeting will be 1-3 p.m. Attendees will. Principals will forward to Barbara benchmark and assessment data. Gene, Renata, all Central Office staff, and anyone else on District Data Team is invited to attend.</li> </ul>
<p>10:15-11:00</p>	<ul style="list-style-type: none"> <li>• Review of DDT Membership and Process</li> </ul>	<ul style="list-style-type: none"> <li>• Team will complete DDT Rubric</li> <li>• Team will discuss team make-up for 2010-11</li> <li>• Team will discuss meeting frequency for 2010-11</li> </ul>	<ul style="list-style-type: none"> <li>• Team will assess overall proficiency of DDT as well as strengths and weaknesses and next steps</li> <li>• Team will decide on membership and meeting frequency for 2010-11</li> </ul>	<ul style="list-style-type: none"> <li>• Jim introduced the <b>Standards for District Data Teams</b>. There are only two ratings – exemplary and not yet exemplary. Jim will provide a copy of the New Haven example cited on Page 8. The District Data Team rated each standard. <b>NOTE:</b> District will update cost estimates for DIP actions (DIP - Standard #6).</li> <li>• Membership – standard #3- compromise with four elementary principals (vs. 2), community representatives (e.g., ministerial alliance), adult ed (e.g., ESL), and business, or open up subcommittee participation. The DDT determined in</li> </ul>

				<p>conclusion that membership would remain through 2010-11 (end of DIP cycle) and that greater participation would be encouraged through the subcommittees.</p> <ul style="list-style-type: none"> <li>• Instructional Data Teams will include 96 days for the district. Each building will have three subs so IDT's can meet during the day. A Data Team Facilitator will facilitate meetings for IDT's most months during the school year.</li> <li>• Structure - #1 – DDT determined to keep monthly schedule for 2010-11 and to continue to meet on Tuesdays.</li> <li>• Process – Not Exemplary for #1, 4, 5, 7, 8, and 9.</li> </ul>
11:00-12:00	<ul style="list-style-type: none"> <li>• Report of Tier II Climate Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Review of plans for August 30 PD Day and PD for 2010-11</li> <li>• Review of Tier II Action Plans for 2010-11</li> </ul>	<ul style="list-style-type: none"> <li>• Give input to Climate Subcommittee on PD Plan for 2010-11</li> <li>• Create list for SDTs of criteria for Climate actions for individual SIPs</li> </ul>	<ul style="list-style-type: none"> <li>• 19% of the special ed population receives discipline referrals vs. 10% of the regular education population. 57% of free/reduced students were out 10 or more days vs. 43% of not free/reduced students. NOTE: there are duplicate student</li> </ul>

				<p>records included in the data so %s are estimates ONLY.</p> <ul style="list-style-type: none"> <li>• Highlights include a keynote speaker, resource fair (including health/ wellness resources), breakout groups on climate, SRBI/PBS, cultural competency, and healthy teachers/students.</li> <li>• For 2010-11, each school needs to have one climate goal and a climate subcommittee (that can be part of their SDT).</li> <li>• Community outreach projects may be used to demonstrate and model positive climate.</li> </ul>
12:00 – 1:00	<ul style="list-style-type: none"> <li>• LUNCH</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Lunch extended to 1:25 so committee members can review SRBI audit summary.</li> </ul>
1:00 – 2:45	<ul style="list-style-type: none"> <li>• Report on District-wide PBS and SRBI</li> </ul>	<ul style="list-style-type: none"> <li>• Laurie Slade and Mindy Otis will summarize their findings on implementation of PBS and SRBI at each of the district's 11 schools</li> <li>• Laurie and Mindy will make recommendations based on their findings</li> </ul>	<ul style="list-style-type: none"> <li>• Team will determine next steps for the implementation of PBS and SRBI in the district</li> </ul>	<ul style="list-style-type: none"> <li>• The audit team had a very positive experience meeting with all the principals and staff during this process.</li> </ul> <p><b><u>SRBI</u></b></p> <ul style="list-style-type: none"> <li>• Findings – schools are following the district assessment calendar;</li> </ul>

		<ul style="list-style-type: none"><li>• Team will discuss findings and recommendations</li></ul>		<p>the district does not have one articulated system of interventions; the district does not have a unified system for progress monitoring; the district does not have an articulated system to ensure fidelity; district needs systemic basis for walkthroughs; in spite of challenges, all elementary schools are providing Tier II instruction in the area of literacy; individual outcome data is generally reviewed on a regular basis.</p> <p><b><u>PBS</u></b></p> <ul style="list-style-type: none"><li>• Findings - Each school has agreed upon rules and expectations posted, as evidenced by wall posters, codes of conduct, matrices.</li><li>• 450 surveys distributed to certified personnel; 169 responses received.</li><li>• Need to establish and implement PreK-12 systems that better scaffold the students supporting their movement from an adult-managed system</li></ul>
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				<p>to a self-managed system.</p> <p><b><u>Cultural Competency</u></b></p> <ul style="list-style-type: none"> <li>• Findings - Schools report enrichment activities designed to improve an appreciation for diversity; the district recognizes that there is an achievement gap; and professional development has been limited but will be focus for 2010-11.</li> <li>• Devote time at DDT meeting for book clubs – have subcommittees make selections that compliment their work.</li> </ul>
2:45 – 3:00	<ul style="list-style-type: none"> <li>• Round Robin</li> </ul>	<ul style="list-style-type: none"> <li>• Open forum for DDT members to share any final comments</li> </ul>	<ul style="list-style-type: none"> <li>• Each member of DDT will have opportunity to share reflections or pose questions for later discussion</li> </ul>	<ul style="list-style-type: none"> <li>• DDT members shared observations of the SRBI/PBS audit process and DDT process for the year – thank you to Mindy Otis and Laurie Slade for their important work on the SRBI/PBS audit process and the thank you to the DDT Chair, Barbara Senges, and all members of the DDT for their significant contributions!</li> </ul>

**Parking Lot:**

1. District needs to come to common understanding about what a 90-minute literacy block is and how the multi-tiered interventions are implemented (e.g., some schools hold a 30-minute block sacred, then provide 60-

minute tiered interventions; others hold 90-minute block sacred then provide tiered interventions during other subject areas). Define what we mean by core and additional.

2. District needs to develop common walkthrough/observation tool.