



District Leadership Team Minutes

Date: February 15, 2018

Time: 3:30 pm

Location: Board Room, Administration Center

District Strategic Priorities:

- Highest levels of student achievement
- Buildings, infrastructure, and technology to support our mission
- Quality staff for quality learning
- High level of engagement with our broader community
- Proactive communication within the District and with our stakeholders
- Long-term financial stability

Members present:

Kim Myers, Sue Ickes, Rosalva Portillo, Carrie Pilichowski, Chris Mueller, Jim Franks, Farah Anderson, Brandi Floming, Emilee Heald, Elia Nunez-Raya, Kristin Humphries, Jeff Fairweather, Kristin Taylor, Sheri Coder, and Casey Kyser

Not present: Jen King, Rena Wils, and Tracy Greer

Co-chair: Jen King

Co-chair: Kristin Humphries

Note taker: Sheri Coder

Timekeeper: Kristin Taylor

Norms (tentative)

We will have a growth mindset

We will respect all voices at the table and honor those that are not present

We will come prepared to do important work and respect the time we have

We will keep all students, staff and the community at the heart of our conversations and decisions

We will support the decisions made by the entire group

Group Norms (revisited)

Dr. Humphries wanted the group to look at the norms drafted at the first meeting. He read through the norms and asked for input. Emilee Heald asked if these were set in stone. She suggested that maybe the norms are too new and we may want to let them develop over time. Dr. Humphries shared a norm that is part of the administrative team: honor the absent. Kristin Taylor asked if we should add a norm addressing confidentiality. Kim Myers also agreed that confidentiality should be a part of norms. Sue Ickes added that it could be confidentiality and adding that the committee "speaks with one voice." Dr. Humphries will add this and we can wordsmith this later. The word "all" was added to the one norm.

DLT Binders

Dr. Humphries went over the contents of the DLT binders. The documents will also be made available online. Items in the binder include the strategic plan, district achievement goals, and agendas/minutes. He also shared that future district achievement goals will come from the newly formed District Student Achievement Committee. The minutes from all the subcommittees will be in the binders and shared via the district website.

Reports from Sub-committees

District Student Achievement Committee:

Kim Myers, co-chair of the DSAC, shared that the committee met for the first time on February 6. The group set norms and goals. At the next meeting on February 20, MAP and PARCC data will be shared and the committee will identify trends and any disparities among subgroups. Dr. Humphries wanted to know if this committee should wait until June to have goals when we have MAP data for the whole year. Kim Myers stated that it would be hard to have the district goals feed down to the school goals if we wait until June. Dr. Humphries is meeting with the principals on February 28 to discuss retooling Building Leadership Teams to align with the District Leadership Team. Michael Zeitler will be joining this committee next week.

District Finance Committee

They did not set norms because they were waiting to see the final DLT norms. Tracy Greer, the co-chair of this committee, shared the general descriptions of each fund. Casey Kyser provided reports to the committee so committee members can examine what school board members see each month. The committee will plan how to share financial updates with staff and community members.

Climate and Culture

Farah Anderson reported that the committee met this last Monday and developed their norms. The committee discussed the goals of the committee. The committee members did brainstorming for each of the four goals. This created a lengthy list and these are included in the meeting minutes. Rosalva Portillo shared that they did a gallery walk when brainstorming.

They will also use the ideas generated will be the topic of upcoming meetings. At the end of the meeting, the group wanted to talk about QC Areas Realtors Site. This organization is creating a way for schools to share the ten things that we want families to know about our district. Rosalva Portillo showed a way that someone could scan a QR code and identify what ten things he/she would like to see on this list. The committee is working on a way to share this out with all staff. At the next meeting, they will also look at how to prioritize all of the ideas generated. They are looking for representatives from Ridgewood, Hillcrest, and Glenview to join this committee.

21st Century Learning Environment

Carrie Pilichowski, co-chair of the 21st Century Learning Committee, reported on the first meeting. The committee posed the question: What can we do in the district to help so that students can learn collaboratively? This committee will visit other schools to get ideas. The committee will not focus solely on technology. Jim Franks got in touch with Dr. VandeWiele, Silvis superintendent, and the committee's next meeting will be at Silvis Jr. High. This is so the group can see different construction ideas and open space layout at a newer school. The next meeting will be March 5.

Discussion of Teams

Prior to the meeting, Dr. Humphries sent the group an invite to “teams.” This is a part of the EMSD Office 365 site. This is general place where we can have conversations. Everything the committee has in paper form will be located on there in files.

Consensus Building

Dr. Humphries handed out a memo that defined consensus and asked the committee members to read the memo prior to the next DLT meeting in March. Although there is a model (diagram), he pointed out that the DLT needed to come to our version of consensus. All committee members agreed to read the article and put up 2 responses on the team site.

One-to-One Initiative

The school board has asked Dr. Humphries to look into what it will take to have a one-to-one initiative. Research entitled “Project Red” details districts who have had successfully implemented a one-to-one initiative. Dr. Humphries explained that a one-to-one initiative affects all of the committees: finance, student achievement, 21st Century, etc. The board wants to begin getting input from students, parents, and staff. The committee agreed that it makes sense to have the one-to-one Initiative as a separate group that reports to the DLT.

Upcoming Meeting Dates

March 8 (the agenda will include information the structure of BLTs)

April 12

May 10

(The committee may schedule a 2nd meeting in May if necessary.)

Ending comments

Kristin Taylor identified two parts of the strategic plan that do not currently fall under one of the current committees: SEL/behavior data and practices that are more inclusive. Mike Hawley said that he thought that inclusive practices was also something that could fit into several different committees.

Sheri Coder asked for direction when student achievement goals would be presented to DLT and to the board of education. Dr. Humphries asked that the student achievement committee start with preliminary winter data and share this with the DLT. The end of the year assessments will also be added when the year comes to a close. We would then meet in early June to codify the goals we will present to the Board of Education at their June meeting for adoption.

To do before March 8: DLT committee members will all respond to the article on consensus building and respond twice on team site before the next meeting. We will also bring paper and highlighters to use for the next meeting. Glenview will provide the paper.

The meeting was adjourned 4:30 p.m.