

Thursday, January 17, 2013  
1:00 p.m. – 3:00 a.m.  
Conference Room A  
Central Offices

**Members in Attendance:**

Freeman Burr, Kathy Bender, Dana Urban, Tina Henckel, Kristen DiPalma, Eileen Roben, Faylynn Haight, Anne Hamilton, Karen Crosby, Lorraine Rossner, and Ken Saranich

**Agenda for DDT Meeting:**

- **Meeting Minute Review** 11/15 & 12/13 – ALL – 10 minutes

11-15-12 - K. Bender – motion to approve – Seconded by F. Haight – Discussion – None – Approved by Committee Members

12- 13-12 – K. Bender – motion to approve – Seconded by F. Haight – Discussion – 11/15 revise minutes to accurately reflect agenda items and add to next month’s meeting – Approved by Committee  
Move to accept with revisions D. Urban – seconded by T. Henckel

- **Data Collection Procedure** – D. Urban/T. Henckel – 30 minutes

Best practice procedure draft to formulate structure of data gathering and analysis practice. The goal is to come up with some “standard practice” to follow in order to utilize team time as effectively as possible.

Ex. Achievement measures in DIP will be articulated down to school level teams to examine outcomes.

What data would we use to achieve analysis outcome?

This could be a subcommittee’s responsibilities. For instance with ELL performance we have to decide what data points we will use to map progress after assessment performance on standardized test. What can we use to “progress monitor” the growth throughout the year? Ex. Strategies used in various schools and their student progress and performance on a standardized test. Sub-committees will be charged to investigate the process, strategies, and outcomes.

Dana will:

Review all *Visualizations* relative to CMT & CAPT

Provide Retraining of Use of *Visualizations* on the school level.

Then:

DDT will regroup to collect the data pieces needed to evaluate the strategies and process of the use of individual school data teams' data collections in order to analyze their effectiveness – this whole process will be done over a long period of time to tract performance and change.

What are the patterns in data outcomes?

What is the effect of these patterns/outcomes on instruction?

What must we changed to make the instruction effective?

- **Discussion around ELL programing and instruction** – ALL – 20 minutes

Charge a subcommittee to show historical growth of the ELL population and what was done with respect to strategies, process, and outcomes and which students who are still with the district have performed.

Identify queries that can be used as well as filters of sub groups to be used to screen the groups out so that analysis can be attempted of the sub groups in question.

Use of visualizations is critical to this analysis. Drilling down is also critical to this process. In order to maintain fidelity of process and regroup in order to outline the process and procedure to a greater degree – plan for district and school data teams.

Office of Instruction should review the ELL program as a “whole” – ELL support vs. program and where the gaps in the program are and what ELL instructional training should be provided to our district staff to improve direct service to the ELL population.

- **Publishing Final DIP to school community** – T. Henckel – 10 minutes

Feedback – place on district website – highlight portions electronically of the DIP with explanations to increase accessibility – Outline the plan in a simpler format in layman's term. Website placement is critical.

DIP will be presented at the first *Lighthouse* session or the February BOE meeting – whichever comes first – BOE must be informed.

- **Identify priority strategies & develop subcommittees** – ALL – 20 minutes

There are well established benchmarks in the DIP for all programs except School Climate and Career Pathways. Sub committees should be established.

Career Pathways – include DDT members T. Henckel, K. DiPalma, & F. Haight along with members of STEM & JAM district committees to be included on a subcommittee to investigate what is being done already with these committees and analyze supports that exist in the district to monitor develop and success.

Simple analytical report –

School Climate – include DDT members

Motion to adjourn – K. Bender – Seconded by T. Henckel 3:30 p.m/\.

### **Next District Data Team**

Thursday, February 14, 2013

9:00 – 11:00

Conference Room A

Central Administrative Offices

### **Tentative Agenda Items for next meeting:**

Universal Screening Assessment Chart – T. Henckel/K. DiPalma – 15 minutes

Best Practice Procedure – Ongoing Update & Improvement of Document – D. Urban/T. Henckel – 20 minutes

Revisit Shelton's DDT collection process for district & school data teams – T. Henckel & D. Urban – 20 minutes

What ELL predictors/programs align to our EEL district goal? K. DiPalma – 20 minutes

BOE DIP Communication/Publication – F. Burr – 10 minutes

Report back on the School Climate and Career Pathway Subcommittees and any proposed metrics to be used to gauge progress as well as district support needed – T. Henckel/K. Bender