

District Data Team Meeting Minutes

October 28, 2011

9:00 – 11:00 a.m., Conference Room A

Data Team Members Present:

Freeman Burr, Lorraine Rossner, Kathy Bender, Tina Henckel, Kristen DiPalma, Beth Smith, Ken Saranich, Karen Crosby, Anne Hamilton, Dana Urban, Faylynn Haight, Eileen Zavoluk, Carolyn Ivanoff, Warren Logee (consultant)

Agenda Items:

Introduction and Welcome to the Data Team Members – F. Burr

District Data Team Members – Introduction and Welcome – L. Rossner

District Data Team Calendar – L. Rossner

- Thursday, November 17, 2011
- Thursday, December 15, 2011
- Thursday, January 19, 2012
- Friday, February 17, 2012
- Thursday, March 22, 2012
- Thursday, April 19, 2012
- Thursday, May 17, 2012

Calendar subject to change if necessary.

Location:

- 1:00 – 3:00 p.m.
- Conference Room A
- Central Offices

Standard Meeting Norms – T. Henckel

Discussion and adoption

Standards for District Data Teams – T. Henckel

- Roles and Responsibilities
 - Chairman – Freeman Burr

- Timekeeper – Dana Urban
- Taskmaster – Beth Smith
- Recorder – Lorraine Rossner

Discussion and adoption

Protocol for Data Team Discussion – F. Burr

Discuss the protocols that define the adult actions of the data team

Discussion and adoption

Probing Questions/CALI and Guiding Questions for District, School, and Data Teams – T. Henckel

See four focus questions as well as “guiding questions” list which guide discussions for data functions. This will be a resource for data team members and school data teams

Review of District Improvement Plan – F. Burr

The revised and updated District Improvement Plan has been shared with administration and the BOE and is now being shared with the DDT. The DIP will be published and accessible to the greater educational community when completely revised.

The DIP must be an outline for improvement for the whole district. It is extremely important to focus on strategies that will provide the most probability of improvement to increase student achievement.

It is important to look at the strategies which will provide the greatest impact regarding student achievement. If these strategies are addressed proactively – this action should increase should increase student achievement system-wide - which in turn should promote significant improvement.

It is important to target groups of students who are double and triple dippers (Ec.Dis., SWD, Hispanic, Blk., etc.) who if moved forward will have greater impact on district improvement on a system-wide basis.

It is important for this group to come up with a consensus on what actions and strategies in Reading/Language Arts and Math which will provide the most impact on improvement.

Revision of DIP was made with the assistance of team members. The revised edition will be shared at the next DDT meeting

Plans were made to formulate agenda items for next meeting.

Next Meeting:

- Thursday, November 17, 2011
- Conference Room A
- Central Offices
- 1:00 – 3:00 p.m.

Tentative Agenda:

1. Review meeting calendar revisions
2. Rewrite some language for SRBI action steps – CO Reps
3. Identify people responsible for data reports. Each major adult action plan is assigned to a subcommittee whose membership and chairman are identified in the plan – Chairman Burr
4. Review the revision of the district improvement plan - DDT
5. Look at last year's data collection and calibrated data from this year in order to formulate which teaching strategies (high probability strategy) to focus on – T. Henckel/D. Urban