

**District Leadership Team  
2018-2019**

| <b>Dates</b>                  | <b>Time</b> | <b>Location</b>  |
|-------------------------------|-------------|------------------|
| <a href="#">Sept. 4, 2018</a> | 4:00-5:30   | GDA - Board Room |
| <a href="#">Oct. 2, 2018</a>  | 4:00-5:30   | GDA - Board Room |
| <a href="#">Nov. 6, 2018</a>  | 4:00-5:30   | GDA - Board Room |
| Dec. 11, 2018                 | 4:00-5:30   | GDA - Board Room |
| Jan. 8, 2019                  | 4:00-5:30   | GDA - Board Room |
| Feb. 5, 2019                  | 4:00-5:30   | GDA - Board Room |
| March 5, 2019                 | 4:00-5:30   | GDA - Board Room |
| April 2, 2019                 | 4:00-5:30   | GDA - Board Room |
| May 7, 2019                   | 4:00-5:30   | GDA - Board Room |

**DLT Members for 2018-2019**

Steph Wilson (Facilitator), Andy Hotek, Kirsten Stek, Polly Ehret, Paige Pearson, Rusty Raymond, Rob Campbell, Haley Jenkins, Shannon Nikkel, Dana Sereg, Jaime Keczy, Melissa VanDyne, Connor Kem, Valerie Van Maanen, Tim Veiseth, Teresa Higgens, Laura Ross, Tamara Knudtson, Bret Foster, Autumn Reisetter, Stacy Bandy, Melanie Hatch

**Sept. 4, 2018**  
**4:00-5:30 - GDA**

**DLT Mission:** *Using thoughtful, informed, and impartial discussions, the mission of the DLT is to provide leadership to OCSD staff in the areas of curriculum, instruction, assessment, and professional development.*

**Norms:**

- Always put students' needs first
- Be thoughtful and informed in discussions
- Think district-wide when making decisions
- Publicly support all decisions
- Keep a positive mindset where we invent instead of vent

**Consensus Protocol:** Fist-to-Five

**Roles:**

|                   |              |
|-------------------|--------------|
| Facilitator       | Steph Wilson |
| Scribe/Summarizer | Jeanne Clark |

**Members Present:** Jeanne Clark, Stacy Bandy, Laura Ross, Bret Foster, Jaime Keczy, Connor Kem, Haley Jenkins, Rob Campbell, Paula Wright, Polly Ehret, Kirsten Stek, Melissa Van Dyne, Valerie Van Maanen, Shannon Nikkel, Rusty Raymond, Dana Sereg, Andy Hotek, Teresa Higgins, Tim Veiseth

| <b>Agenda Item</b>                      | <b>Time</b> | <b>Facilitator</b> | <b>Goals</b>   |
|---|-------------|--------------------|--|
| Welcome/Introductions                   | 5 min.      | Steph Wilson       | <ul style="list-style-type: none"><li>• Get to know everyone in the room</li></ul>   |
| Everyone introduced themselves          |             |                    |  |
| Review Mission                          | 5 min.      | Steph Wilson       | <ul style="list-style-type: none"><li>• Understand mission of DLT</li></ul>          |
| Agreement that mission will stay as is. |             |                    |  |
| Review/Revise Norms                     | 10 min.     | Steph Wilson       | <ul style="list-style-type: none"><li>• Come to consensus on norms for DLT</li></ul> |

|   |         |                            |  |
|---|---------|----------------------------|--|
|   |         |                            | committee  |
| Reviewed the Norms and agreed to keep what we have. Additionally reviewed the Fist-to-Five protocol.  |         |                            |  |
| Building Level and Committee Reports <ul style="list-style-type: none"> <li>● Elementary</li> <li>● Middle School</li> <li>● High School</li> <li>● Effective Grading/DAC</li> <li>● OTEP Revision</li> <li>● TQ</li> </ul>   | 30 min. | Buildings and Steph Wilson | <ul style="list-style-type: none"> <li>● Share information happening in each building and committee as it relates to DLT work</li> </ul> |
| <p><b><u>HS Goals: Structure, Instructional Strategies, Learner Profile, Assessment</u></b></p> <ol style="list-style-type: none"> <li>1. Create a daily structure that is conducive to Competency Based learning including effective use of classroom structure.</li> <li>2. Implementing a variety of Tier 1 instructional strategies that work to engage students and help teachers facilitate student learning. Teachers will implement a min. of two strategies each week once professional learning has occurred.</li> <li>3. Every student in grade 9 and 10 will have a completed Learner Profile which will build relationships through cooperation and collaboration with all stakeholders. Teachers will build a Learner Profile for every student.</li> <li>4. Implement ongoing balanced assessment processes including pre assessment, formative(common), and summative in all units of instruction, and use data to move students into flexible groups.</li> </ol> <p><b><u>MS Goals: Building Goal &amp; Climate Goal: Effective Instruction for ALL, Common School-wide Expectations</u></b></p> <ol style="list-style-type: none"> <li>1. Student Learning and Growth will Improve as a Result of Effective Tier I Instruction.</li> <li>2. Students will Feel Safe, Supported and Connected as a Result of Implementation of Common Building-Wide Behavioral Expectations, Explicit Instruction and Tiered Interventions</li> </ol> <p><b><u>Elementary Goals: Quality Core Instruction, Behavior and Academics</u></b></p> <ol style="list-style-type: none"> <li>1. Identify and use priority standards in literacy and math</li> <li>2. Focus WIN (What Individuals Need) time around priority standards</li> <li>3. Build understanding around what differentiation looks like in Tier I with a focus on respectful tasks.</li> <li>4. Continue to use the PBIS data to help identify areas of need.</li> </ol> <ul style="list-style-type: none"> <li>● Effective Grading/DAC - minutes are posted online to review</li> <li>● OTEP Revision - lots of revisions, Steph will keep us updated</li> <li>● TQ - process has been approved, use this process, principals will know soon how much for BLT's in each building.</li> </ul> |         |                            |  |
| <a href="#">District PD Plan</a> for 2018-2019  | 20 min. | Steph Wilson               | <ul style="list-style-type: none"> <li>● Share PD plan for 2018-2019 and gather feedback</li> </ul>                                      |

|  |         |              |  |
|--|---------|--------------|--|
| <ul style="list-style-type: none"> <li>Reviewed the plans, questions in regards to it were addressed, but consensus was found among the group.</li> </ul>  |         |              |  |
| Communication Plan   | 15 min. | Steph Wilson | <ul style="list-style-type: none"> <li>Determine communication methods to share work of DLT with stakeholders</li> </ul> |
| <ul style="list-style-type: none"> <li>Each meeting we will determine the important pieces that need to be shared across the district.</li> <li>A specific time to share needs to be determined.</li> <li>Steph will send an email with the minutes &amp; link the minutes in the syllabus monthly.</li> </ul>   |         |              |  |
| Skills Work  | 15 min. | Steph Wilson | <ul style="list-style-type: none"> <li>Review work done last year on skills and determine next steps</li> </ul>          |
| <ul style="list-style-type: none"> <li> <a href="#">Skill List</a> </li> <li>What's the 3 year plan for Skills Work? <ul style="list-style-type: none"> <li>In a format using wording that we all agree. Define the wording. What does it look like? How do we assess it?</li> <li>There are important skills that are hard to assess, we would need to learn and better understand the "how".</li> <li>Matching these to our priority standards.</li> <li>What grade level do these skills start/stop at? Continuum/scope &amp; sequence</li> <li>Scaffolding these skills K-12, what might that look like?</li> <li>Consider alignment with PBIS and standards</li> <li>What are these skills called? They need a name.</li> </ul> </li> </ul> |         |              |  |

Decisions made:

- District PD plan
- Goals for each building
- How DLT will communicate
- Skill overview

**Oct. 2, 2018**  
**4:00-5:30 - GDA**

**DLT Mission:** *Using thoughtful, informed, and impartial discussions, the mission of the DLT is to provide leadership to OCSD staff in the areas of curriculum, instruction, assessment, and professional development.*

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**Consensus Protocol:** Fist-to-Five

**Roles:**

|                   |                 |
|-------------------|-----------------|
| Facilitator       | Steph Wilson    |
| Scribe/Summarizer | Tamara Knudtson |

**Members Present:** Polly Ehret, Paula Wright, Shannon Nikkel, Connor Kem, Melissa Van Dyne, Tamara Knudtson, Val Van Maanen, Haley Jenkins, Kirsten Stek, Michelle Nelson, Dana Sereg, Melanie Hatch

| <b>Agenda Item</b>  | <b>Time</b> | <b>Facilitator</b>         | <b>Goals</b>   |
|---|-------------|----------------------------|--|
| Review Norms  | 2 min.      | Steph Wilson               | <ul style="list-style-type: none"><li>• Ensure understanding of norms</li></ul>  |
| Building Level and Committee Reports <ul style="list-style-type: none"><li>• Elementary</li><li>• Middle School</li><li>• High School</li><li>• Effective Grading/DAC</li><li>• OTEP Revision</li></ul> | 30 min.     | Buildings and Steph Wilson | <ul style="list-style-type: none"><li>• Share information happening in each building and committee as it relates to DLT work</li></ul> |

|  |                |                     |   |
|--|----------------|---------------------|---|
| <ul style="list-style-type: none"> <li>• TQ</li> </ul>   |                |                     |   |
| <p>Elementary - Analyzing data to maximize instruction to students with staff we currently have.</p> <p>Middle School - Our current PD has revolved around our WIN Groups (looking at data and putting together those groups), along with a session from Mollie Roach and Kirsten Stek on their visit to the Ron Clark Academy (practices and instruction that we were trained on and witnessed that we are currently incorporating into our classrooms this school year).</p> <p>High School - We looked at defining co-teaching and getting some PD around that. We have also started to really dig into Competency Based Grading and figuring out a five year plan to move our building forward.</p> <p>Effective Grading/DAC - The committee is looking at effective grading principles. Once those principles have been decided upon and approved they will be the focus of that group moving forward.</p> <p>OPEP - Independent Goals, the focus on us vs. the kids.</p> <p>Instructional framework we have looked at 3 models, decided to look at Marzano and Danielson</p> <p>TQ will be voted on soon, must be very specific about how it aligns to everyone's Individual Goal.</p> |                |                     |   |
| <p>Skills Work</p> <ul style="list-style-type: none"> <li>• <a href="#">Skill List</a> (Brainstorm)</li> <li>• <a href="#">Skill List</a> (Narrowing)</li> </ul>   | <p>50 min.</p> | <p>Steph Wilson</p> | <ul style="list-style-type: none"> <li>• Review work done last year on skills and determine next steps</li> </ul> |
| <p>Conversation ensued about Ways of Thinking and the Giving Directions and Following Directions. We decided we needed to keep them but move as we do assess Following Directions especially in the younger grades. Left Giving Directions as it is more of a Critical Thinking skill.</p> <p>Looked at the skill chart and continued to narrow categories and skills.</p> <p>Define words on the skill chart.</p> <p>Will be shared out when we have more clarity.</p>  |                |                     |   |

**Nov. 6, 2018**  
**3:45-5:15 - GDA**

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**Consensus Protocol:** Fist-to-Five

**Roles:**

|                   |                |
|-------------------|----------------|
| Facilitator       | Steph Wilson   |
| Scribe/Summarizer | Val Van Maanen |

**Members Present:** Polly Ehret, Melissa Van Dyne, Tamara Knudtson, Val Van Maanen, Michelle Nelson, Dana Sereg, Laura Ross, Autumn Risetter, Brett Foster, Jaime Kecy, Shannon Nikkel, Tim Veiseth, Stacy Bandy, Rusty Raymond, Kirsten Stek, Amy Bidwell,

| <b>Agenda Item</b>  | <b>Time</b> | <b>Facilitator</b> | <b>Goals</b>   |
|---|-------------|--------------------|--|
| Review Norms  | 2 min.      | Steph Wilson       | <ul style="list-style-type: none"><li>• Ensure understanding of norms</li></ul>  |
| Building Level and Committee Reports <ul style="list-style-type: none"><li>• Elementary</li><li>• Middle School</li><li>• High School</li></ul> | 30 min.     | Buildings          | <ul style="list-style-type: none"><li>• Share information happening in each building and committee as it relates to DLT work</li></ul> |

Notes: [https://docs.google.com/document/d/1HhAnNm1\\_14W6z-Pgd6sZIXMWd0-LQ7nmtQwTXG8SD8/edit#bookmark=id.xcjtj8igz9ua](https://docs.google.com/document/d/1HhAnNm1_14W6z-Pgd6sZIXMWd0-LQ7nmtQwTXG8SD8/edit#bookmark=id.xcjtj8igz9ua)

**High School:** talking about going to a modified block schedule for 2019-2020 school year. Math is restructuring some class paths. Working on using the 21st Century skills more efficiently. Pride Hour (MTSS) Picking a different strategy to implement into 8th hour by December and they have to share out on it. PBL is working on a 5 year plan to move towards competency based education. There is a team working on service learning and how to integrate more service and work-based learning into the schedule and classes. Took students to Habitat for Humanity House and utilized skills in the classroom. There were companies there that they are looking into apprenticeships and internships (HVAC, electrical, and construction).

**Middle School:** SAT committee might be restructured in the future. They spent the last 2 days in Fairfield discussing the structures and systems of the building and the district. This is a self-assessment needs survey and they have found that they are in the Getting Started category. This was informative, but they feel they have a lot to improve on. PBIS is looking at using their team to come up with Tier I, II and III interventions.

**Elementary:** Working on quality core instruction. Unpacking priority standards. MTSS/WIN we are looking at Tier I and Tier II and what that looks like in the classroom and Title Reading. There is a behavior component and what that should look like. The School Assistance Team continues to look at what Tier II behavior looks like, but get the tools to the teachers so they can implement the plan.

**OTEP** Trying to decide which programs we will pilot. Should know more Tuesday 13th. By the end of December there should be SOME grading principles (ex, no extra credit, not counting homework as a grade, etc) Whatever we decide on there will be common understanding and we will look and see what that looks like on a report card. This is more about what we BELIEVE about grading. We have looked at 7 grading principles and we will talk about where those votes came out on Nov 27. More information to come.

**Labor Relations:** We are looking at a calendar. A sample was sent out and the committee would like input.

Mike Mattos Reflection and Share Out

- [Protocol](#)

50 min.

Steph Wilson

- Discuss priorities and next steps that arose from Mike Mattos presentation

Notes:

[Team 1 Reflection Notes](#)

[Team 2 Reflection Notes](#)

[Team 3 Reflection Notes](#)

[Team 4 Reflection Notes](#)



**Dec. 11, 2018**  
**3:45-5:15 - GDA**

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**Consensus Protocol:** Fist-to-Five

**Roles:**

|                   |              |
|-------------------|--------------|
| Facilitator       | Steph Wilson |
| Scribe/Summarizer |              |

**Members Present:**

| <b>Agenda Item</b>   | <b>Time</b> | <b>Facilitator</b> | <b>Goals</b>   |
|--|-------------|--------------------|--|
| Review Norms   | 2 min.      | Steph Wilson       | <ul style="list-style-type: none"><li>• Ensure understanding of norms</li></ul>  |
| Notes:   |             |                    |  |
| Building Level and Committee Reports <ul style="list-style-type: none"><li>• Elementary</li><li>• Middle School</li><li>• High School</li><li>• OTEP</li><li>• Labor Relations</li><li>• DAC/Grading</li></ul> | 30 min.     | Buildings          | <ul style="list-style-type: none"><li>• Share information happening in each building and committee as it relates to DLT work</li></ul> |

Notes:

[2019-2020 Professional Development Calendar](#)

- Provide input on the PD structure for the 2019-2020 school year

Notes:

Continued Skill Work - shortening the list

Notes: