

**District Leadership Team
2017-2018**

Dates	Time	Location
Sept. 5, 2017	4:00-5:30	GDA - Board Room
Oct. 3, 2017	4:00-5:30	GDA - Board Room
Nov. 7, 2017	4:00-5:30	GDA - Board Room
Dec. 5, 2017	4:00-5:30	GDA - Board Room
Jan. 9, 2018	4:00-5:30	GDA - Board Room
Feb. 6, 2018	4:00-5:30	GDA - Board Room
March 6, 2018	Cancelled	Cancelled
April 10, 2018	4:00-5:30	GDA - Board Room
May 1, 2018	4:00-5:30	GDA - Board Room

DLT Members for 2017-2018

Steph Wilson (Facilitator), Alana Hutchinson, Alex Knoot, Andy Hotek, Autumn Reisetter, Brett Doud, Dana Sereg, Jaime Key, Jeanne Clark, Jolene Liebl, Katie Fox, Kristen Stek, Laura Ross, Lynne Rogers, Paige Pierson, Polly Ehret, Rusty Raymond, Shannon DePenning, Stacy Bandy, Tamara Knudtson, Tim Veiseth, Valerie VanMaanen

Sept. 5, 2017
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	On-Task Monitor	
Scribe/Summarizer		Process Observer	
Treats			

Members Present:

Laura Ross, Tamara Knudtson, Alana Hutchinson, Jeanne Clark, Jolene Liebl, Shannon DePenning, Katie Fox, Val Van Maanen, Lynette Rogers, Paige Pierson, Polly Ehret, Andy Hotek, Rusty Raymond, Tim Veiseth, Stacy Bandy, Steph Wilson, Kirsten Stek, Dana Sereg

Agenda Item	Time	Facilitator	Goals
Welcome/Introductions	5 min.	Steph Wilson	<ul style="list-style-type: none">• Get to know everyone in the room
Review DLT Purpose/Mission	15 min.	Steph Wilson	<ul style="list-style-type: none">• Have a common understanding/definition for the purpose of the DLT
Review/Revise Norms	20 min.	Steph Wilson	<ul style="list-style-type: none">• Create norms for DLT committee

Prioritize Needs for Year	50 min.	Steph Wilson	<ul style="list-style-type: none"> • Brainstorm areas of focus for the 2017-2018 school year • Determine priority areas of focus for the 2017-2018 school year
Review Decisions Made			

Meeting Notes 9.5.17

Welcome/Introduction

- Share out positives for the start of the school year.

Review DLT Purpose/Mission

- What has been easy to fulfill with this mission?
 - End the agenda with: Were there any decisions made today?
- What has been not so easy to fulfill with this mission?
 - Communicating information back to the buildings was confusing. When & how do we tell others?
 - The message needs to be consistent and systematic when sharing with others.
 - Previously this has been the responsibility of the team members.
 - Sometimes we shared the information, other times it was left out. We recognize the message needs to be consistent and prompt.
 - Cross-building conversations: How can we continue to improve that?
- We will continue to use the same mission from before. (Add mission statement to agenda)

Review DLT Norms: Brainstorming & Feedback from the Team

- Keep
 - Support decisions that were made
- Throw
 - Actively participate: Keep in mind it takes some people more time to process what they have heard. This could be an expectation instead of a norm.
 - Remain professional, review all decisions
 - Review all decisions before adjournment: will be an agenda item rather than a norm.
 - Begin/end on time: Is that procedural?
 - Remain professional
- Additional Ideas
 - Keep a positive mindset where we invent instead of vent
 - Add that each meeting needs to be purposeful
 - Sometimes we lost track of the goals that we were trying to accomplish last year

- Agenda will usually come 1 week ahead

Updated 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

Charts

- 1) **MTSS** - (Systematic Process)Data Driven, Fluid - time Frame, Student Need, Professional Development, Research-based strategies, All means all in district?(higher kids too), Test time to gather data, scheduling - ensuring access for all, time to analyze data for decisions, All three tiers, communication, entrance & exit criteria - extending & enriching for those students who already know "it".
- 2) **Technology** - (Framework for tech. integration)online class, advanced programming, 21st Century rooms, classroom design/flexible seating, How technology can assist in student learning, individual tech goals, Is technology meeting the needs of college bound students? Support with using available technology in our classroom, K-2 plan? Are our teachers given the PD to teach with technology innovatively?
- 3) **PLC/Curriculum** -(Processes around 4 questions) How to effectively examine data to make informed decisions, time with math curriculum, Are they true PLC's or grade-level meeting?, Is there enough time to look at data?, Coordination between buildings - consistency between buildings, PLC Flexibility - meeting with like groups & others, Focus on skills (do).
- 4) **Teacher Leadership** - Coaching, PLC leaders, draw on strength, mentoring, Vertical team leaders, DLT, DAC, How do we get everyone up to speed?(new teachers), Give ownership to decisions, take risks/fail forward, build capacity for staff/students, sharing the load - PD - sustainability

Everyone gets 4 votes and then dismissed.

Oct. 3, 2017
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

Members Present: Laura Ross, Andy Hotek, Alana Hutchinson, Tamara Knudtson, Tim Veiseth, Katie Fox, Val Van Maanen, Jaime Key, Dana Sereg, Lynne Rogers, Stacy Bandy, Jeanne Clark, Kirsten Stek, Shannon De Penning

Agenda Item	Time	Facilitator	Goals
Opening Activity	5 min.	Steph	<ul style="list-style-type: none">• Engage in collaborative conversation and culture building
Review Data from Needs List	25 min.	Steph	<ul style="list-style-type: none">• Review data and determine priorities
Create action plans around priority areas	60 min.	Teams	<ul style="list-style-type: none">• In collaborative groups, create action plans for each priority area

Opening Activity Question:

There is a light bulb inside a closet. The door is closed, and you cannot see if the light is on or off through the door. However, you know the light is off to start. Outside of the closet, there are three light switches. One of the switches controls the lightbulb in the closet. You can flip the switches however you want, but once you open the door, you can no longer touch the switches. How do you figure out without a doubt which switch controls the light? [Solution](#)

Meeting Notes

- All notes from discussion can be found at the of the [List of Priorities](#).
- Based on the priorities chosen (MTSS, Grading, PLCs, and Skill Work), four groups were chosen. The members of the groups began outlining an action plan to address that area. These action plans will be completed at the next meeting.

Nov. 7, 2017
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

Members Present: Polly Ehret, Jolene Liebl, Tamara Knudtson, Katie Fox, Kirsten Stek, Paige Pierson, Jeanne Clark, Rusty Raymond, Laura Ross, Stacy Bandy, Lynne Rogers, Autumn Reisetter

Agenda Item	Time	Facilitator	Goals
Opening Activity	5 min.	Steph	<ul style="list-style-type: none">• Engage in collaborative conversation and culture building
Norm Review	2 min.	Steph	<ul style="list-style-type: none">• Review norms and ensure collective understanding
Action Planning	Remainder of Time	Teams	<ul style="list-style-type: none">• Make progress/complete action plans for each goal area<ul style="list-style-type: none">○ Grading Practices○ MTSS○ PLCs○ Skills

Dec. 5, 2017

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

Members Present: Jolene Liebl, Tamara Knudtson, Katie Fox, Kirsten Stek, Paige Pierson, Rusty Raymond, Laura Ross, Stacy Bandy, Lynne Rogers, Autumn Reisetter, Alana Hutchinson, Dana Sereg

Agenda Item	Time	Facilitator	Goals
Prioritize Goal Areas	90 min.	Tim Veiseth	<ul style="list-style-type: none">● Using protocol, determine which goals should be prioritized based on the following question:<ul style="list-style-type: none">○ How would this action plan affect student learning positively?

January 9, 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

Members Present: Polly Ehret, Paige Pierson, Jeanne Clark, Valerie Van Maanen, Lynne Rogers, Laura Ross, Alana Hutchinson, Stacy Bandy, Kirsten Stek, Autumn Reisetter, Shannon De Penning, Dana Sereg, Tim Veiseth, Rusty Raymond

Agenda Item	Time	Facilitator	Goals
Norm Review	2 min.	Steph	<ul style="list-style-type: none">• Review norms and ensure collective understanding
Review prioritizing work from last time	10 min.	Steph	<ul style="list-style-type: none">• Review protocol used at last meeting so all team members understand next steps
Skill Reading and Work <ul style="list-style-type: none">• Video/Discussion• Reading/4 A's Protocol• Frameworks	Remainder of Time	Steph	<ul style="list-style-type: none">• Understand the "why" behind skill work• Evaluate frameworks for 21st Century/College and Career Ready students

February 6, 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

Members Present: Jeanne Clark, Stacy Bandy, Autumn Reisetter, Laura Ross, Alana Hutchinson, Tamara Knudtson, Lynne Rogers, Paige Pierson, Valerie Van Maanen, Katie Fox, Steph Wilson, Polly Ehret, Lorelle Cheney, Tim Veiseth, Russ Reiter

Agenda Item	Time	Facilitator	Goals
Norm Review	2 min.	Steph	<ul style="list-style-type: none">• Review norms and ensure collective understanding
Skill Reading and Work <ul style="list-style-type: none">• Frameworks• Identification of Categories• Share out	60 min. 30 min.	Steph	<ul style="list-style-type: none">• Continue to evaluate frameworks for 21st Century/College and Career Ready students• Begin to define important categories for Oskaloosa students

Notes:

- Group determined we would focus our skill work on four areas: Ways of Thinking, Ways of Working, Tools for Knowledge, Skills for Successful Independence
- We reviewed various framework options and will continue to think about how to articulate those skills at our next meeting.
- We ended the meeting by brainstorming skills that would fit under each of the 4 categories. Steph will compile that data to review at the next meeting.

April 10, 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

Members Present: Laura Ross, Jeanne Clark, Autumn Reisetter, Alana Hutchinson, Stacy Bandy, Shannon De Penning, Paige Pierson, Lynne Rogers, Jaime Key, Val Van Maanen, Kirsten Stek, Dana Sereg, Val VanMaanen

Agenda Item	Time	Facilitator	Goals
Norm Review	2 min.	Stacy	<ul style="list-style-type: none">• Review norms and ensure collective understanding
Define Skill Areas	15 min.	Jeanne	<ul style="list-style-type: none">• Operational Definition• Working draft
Share Skill Area Definitions & find Consensus	15 min. +	Stacy	<ul style="list-style-type: none">• Share out Fist-to Five for consensus
Consolidate and Determine Skills Areas	20 min.	Jeanne	<ul style="list-style-type: none">• Working draft
Define Skill Components	To end	Stacy	<ul style="list-style-type: none">• Work together to define each skill component.• Skill Template (Please make a copy and save into the DLT folder)

, May 1, 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

Members Present: Jolene Liebl, Kirsten Stek, Paige Pierson, Autumn Reisetter, Alana Hutchinson, Jeanne Clark, Laura Ross, Shannon De Penning, Valerie Van Maanen, Jaime Kecy, Lynne Rogers

Agenda Item	Time	Facilitator	Goals
Norm Review	2 min.	Steph	<ul style="list-style-type: none">• Review norms and ensure collective understanding
Final Consensus of Skill Work	45 min.	Steph	<ul style="list-style-type: none">• Working draft• "Final" Draft
Define Skill Components	To end	Stacy	<ul style="list-style-type: none">• Work together to define each skill component.• Skill Template (Please make a copy and save into the DLT folder)