

**STEERING COMMITTEE MINUTES**  
**October 28<sup>th</sup>, 2013**

**In Attendance:** Lisa Papke, Tony Edwards, Keith Beams, Linda Choun, Priscilla Flanders, Mark Flora, and Leonard Dinegar.

**Absent:** Pierre Habel.

**Order:** The meeting was called to order at 4:30 p.m.

**Agenda:** Agenda was approved.

**Minutes:** Minutes from October 14<sup>th</sup> were approved (attachment 1\*).

**Public Commentary:**

- Brian Haller, on behalf of English department 10<sup>th</sup> grade British Literature representatives, presented S/C with letter outlining their perspectives concerning replacement of worn out 10<sup>th</sup> grade British Literature textbooks (published 1989). (attachment A\*)
- Following Mr. Haller's commentary, S/C agreed to modify the agenda and briefly reviewed/discussed the issue including: background, former policy, reasons the textbook replacement policy (CD-03) was modified in 9/2012, intent of the policy, communications around the policy, ramifications of allowing for policy exceptions, financial outlays, and length of time D'Evelyn maintains textbooks.
- S/C agreed policy should be followed. Lisa will draft a letter back to the English department advising them of S/C's position/rational. **ACTION: LISA**

**Steering Roles on Subcommittee:**

- S/C reviewed the role of S/C members, clarifying that chairs of committees should initiate conversations/committee agendas, not S/C. S/C members should be respectful of teacher time and cautious of having individual conversations that would be more appropriately addressed at the full sub-committee level so as to avoid unnecessary redundant conversations.
- Linda provided a memo from April 8<sup>th</sup>, 2002 (attachment 4\*, original intent for the S/C signed by all the Founders) and requested all S/C members read it carefully. Leonard will follow up via the continuity log for later S/C discussion - S/C should consider how the memo can best be utilized? Insert in the green packets, or at candidate training? **ACTION: LEONARD**

**Consent:** LP's Linkage Policies (attachment 2\*) were consented.

**D'Evelyn Education Foundation:** Jill Jordon's resume was presented (attachment 3\*); she was accepted unanimously as director by the DEF board. This will be placed on the consent agenda next meeting.

**Subcommittee Updates:**

- **College Communications:**
  - Subcommittee met on October 24<sup>th</sup>; discussed goals including developing talking points, establishing working groups, and supporting the counseling department.
  - The objective is to communicate with 12 colleges this school year.
  - S/C discussed the suggestion of eliminating in-state regional colleges and substituting out of state liberal arts colleges. As the original categories were developed by S/C, the categories should stand – the subcommittee has latitude to substitute institutions within those categories.
- **S/C Candidate Recruitment/Candidate Workshop:** (attachment 5\*)
  - Subcommittee is meeting 10/29 at 6:30.
  - S/C members have provided Leonard with potential candidates names but any interested community members will be invited to the candidate training.
  - The subcommittee will discuss the teacher candidate process.
  - Leonard is utilizing a Guidebook for Charter Schools found on the CDE website which Founders recommended as helpful material for training Steering Members. Leonard will provide link to all members. **ACTION: LEONARD**

**Continuity Log:** S/C discussed and agreed that this log should include all action items and envisioned the log be organized by short term, long term and completed items. Leonard will review prior minutes and incorporate all action items. The continuity log will be updated and provided to Lisa to attach to the agenda/attachment e-mail prior to each meeting. A standing agenda item will be added to allow for a quick review/provide updates. **ACTION: LEONARD/LISA**

### **Elimination of Student Dual Track Course Offerings: Titling**

Per ongoing discussion:

- S/C is in agreement to not label classes as honors on transcripts or formally classify D'Evelyn as having an honors program or an honors curriculum.
- Labeling or titling all courses (or even all core courses) as honors is not aligned with our philosophy/document.
- ACT scores and remediation rates have justified the rigor and quality of our program for over 20 years.
- Discussed including language that is part of our revised profile (or use similar language). Stating that D'Evelyn's curriculum is taught at or above grade-level. Additionally discussed strengthening profile language next year to include "comparable" instead of "equivalent" to honors programs at other schools and/or "challenging curriculum".
- Tony, Linda, Priscilla and Lisa will draft a rationale for not titling courses on transcript for S/C review next meeting.

### **Principal Report:**

- **Universal Improvement Plan:**

## Final

- The UIP team process is new; team looked at data points including PSAT and state assessments, and identified areas that needed improvement. An action plan was developed, with a priority on academic performance.
- One goal is to increase growth as calculated by the Colorado growth model, at both junior and senior high levels. Goal: 70% of juniors will meet college readiness (we are close currently).
- **Instructional rounds** scheduled for 10/29; team includes 10 staff from our school and 10 from the District; reading and writing are important components.
- **Social Studies** will be going through vertical alignment of writing; English will do this when they go through their curricular review in Spring 2014? (At least 9<sup>th</sup> grade will be reviewed this spring.)
- **DPSPMA** All departments will utilize the common D'Evelyn assessments (DPSPMA) for finals both semesters. Still looking at expanding and utilizing in all departments for midterm assessments. Last yr. every dept utilized the common assessments for midterms and data analysis, but several depts. indicated the midterm format did not work for their dept due to limitations in the format, such as the oral and written components in Foreign Language. Departments were given a choice this year - they could conduct a DPSPMA midterm or a series of common assessments.
- **Student Graduation Requirement:** If necessary an executive session will be called to discuss issues related to graduation requirements. **Action: Tony/Lisa**
- **8<sup>th</sup> grade science assessment:** window given by state and district is April 14-May 2<sup>nd</sup>. District will decide exact date. TCAP 8<sup>th</sup> grade science will be discontinued.

### **Principal Hiring Committee:** Updated Action Items (Tony was excused)

- Mark and Keith met with classified staff; prior to the meeting they provided the principal job description and process for hiring. They facilitated the discussion about what qualities are desirable in a D'Evelyn principal, collected feedback which will be compiled with other staff feedback to be gathered 11/4.
- Staff has identified a process to select their representatives on the hiring committee.
- S/C outlined the process to be used to solicit feedback from parents on principal qualifications at the 11/11 A/C meeting. Participants will receive post-it notes to allow for full participation, and qualities will in turn be categorized.
- An opportunity will be provided to the D'Evelyn community to submit principal qualities via g-mail. **ACTION ITEM Linda/Priscilla**

\*Hard copies of **attachments** are available in the library.

**Meeting adjourned at 6:45 p.m.**

**Next Meeting:** November 11<sup>th</sup>, 2013 at 4:30 p.m. in the Main Office Conference Room.

Respectfully submitted: Priscilla Flanders, Secretary and Aimee Pless, Note Taker