

**DCNTP Board Meeting Minutes
December 12, 2012**

Present

Howe, Tom – DCNTP	Heuer, Marc – McFarland
Ohm, Melissa – DCNTP	Evans, Nancy – Monona Grove
Lott, Heather - Madison	Lewis, Fonda – Stoughton
Schaap, Ruthie – Marshall	Mommaerts, Tim – Waunakee

All Board Meeting and District Council Minutes for 2012 can be viewed on our DCNTP Website

Passwords are case sensitive.

Board Minutes: <http://dcntp.org/members/for-board/> Password: **Induction**

District Council Minutes: <http://dcntp.org/members/for-district-council/> Password: **DCNTP1**

Outcomes:

1. **Identify** concerns and goals for Second Semester
2. **Highlight** services offered and new opportunities.
3. **Consider** our sustainability and movement forward in several areas and **establish strategies** to accomplish these.
4. **Set** topics for upcoming Board meetings.

Connecting: Areas of Focus for Second Semester.

Purpose: To look at our areas of focus and suggest next steps for DCNTP.

After much discussion, it was determined that while districts are interested in hearing more about Educator Effectiveness, it may be too early. Therefore, we will continue to provide regular updates from DPI related to Educator Effectiveness but it will not be a main topic of learning for the remainder of our meetings this year. The topics selected will be:

- 1) *How to support new teachers through Professional Learning Communities*
- 2) *How to support those new to the profession in pupil services – linking people with experts across the districts*

Staying in the Loop: What's happened since last meeting?

Purpose: To quickly highlight services, changes and opportunities.

Due to time, Tom asked everyone to read through the following and ask questions.

Chair:

- Met with Kris Joannes, 10/26/12 to stay abreast of EE
- Met with Stoughton 11/5/12 to plan 12/19/12 Admin. Training (consult)
- Attended NTIN in Chicago 11/13-15/12
- Met with MMSD, planned and delivered Mentor consult 12/6/12

DPI update:

- Peer Review and Mentoring Grant monies now funneled to mentor training product development
- PDP Reviewer Training returning in the fall in synchronous, online, one-day format.

PD update: (see attendance spreadsheets here: http://dcntp.org/wp-content/uploads/2012/12/DCNTP-PD-Attendance-12_12.pdf)

Green columns indicate attendance for 2012.

Principal Breakfast #2:

- Held on 11/1/12 and focused on Formative Assessment. Hosted by Sun Prairie.
- Next up: Using data to inform new teacher growth, focusing on summative assessment and tying in discussions of SLOs.
- **Release Mentor Forum** on 11/2/12 – topic was goal-setting based on the mentor standards.
- **Analyzing Student Work** on 11/4-5/12 had only 13 attendees. Districts committed 21 participants earlier in the year. Some attendees did not meet prerequisite of having attended Instructional Mentoring.
- **BT Seminar #2 – Assessing Student Learning** on 11-29-12, facilitated by Steve Hernandez and Fonda Lewis. (50 participants.)

- **New Program Leader Coffee** on 12/7/12. 6 districts represented. Have decided to meet monthly. See website for dates and locations.
- **Added Designing and Presenting** on February 19-20, 2013. Please support this in your districts.
- **Cancelled Mentor Refresher for January.** Created a new Professional Development Opportunity: *Exploring the Role of the Mentor in Wisconsin's Educator Effectiveness Model*, Scheduled for 2/13/13, 7:30-11:30 am. at the Wisconsin Center for Music Education, Waunakee. Thanks to Marc Heuer and Steve Hernandez for shaping this and giving their time and expertise.
- **Principal Newsletter #2 published and distributed.**

Learning: Considerations for Maintaining and Expanding DCNTP's Reach

Purpose: To consider our sustainability and movement forward.

Discussed strategic areas of focus listed on the document: Considerations for Maintaining and Expanding DCNTP's Reach. Board members jotted down their initial responses and suggestions for each bullet point. A summary can be found here: http://dcntp.org/wp-content/uploads/2012/12/Board-Consid-for-Expanding-DCNTP-Summary-10_12.pdf

Discussed the following:

Financial

- Potential for obtaining new grants – *In order to expand services we need to consider how to find additional funding now that the DPI Peer and Mentoring Grant is no longer available. **Any board members who have ideas about where we might find local funders/grants should let Tom or Melissa know.***
- Marketing to expand our districts
 - *Melissa recorded the districts that had attended NTC's **Improving Student Achievement Through Teacher Observation and Feedback**. They are as follows: Delevan/Darien (6), Baraboo (1), Watertown (2), Hollandale (2), Lodi (1), Edgerton (3) and Brodhead (2)*
 - *Previously we had been marketing to Lake Mills, New Glarus, Portage, Lodi and Baraboo. Lake Mills had contacted Melissa regarding the potential of attending our December District Council Meeting as they are considering joining the consortium. However, they did not show. **If board members know anyone in the districts above or would be willing to contact them regarding possible DCNTP membership, please let Tom or Melissa know.***
 - *Heather Lott mentioned that Madison's membership has always been a bit shaky. It would likely help if we could attract a larger district such as Janesville or Middleton/Cross Plains.*
- Funding to cover staffing requirements
 - *At the current time, we have no additional funds to pay someone to cover the responsibilities of Tom or Melissa if they would experience an extended medical leave. Need to discuss a plan and what the medical leave policy for Tom would be. More discussion on this topic under Succession Planning below.*

Expanding Services

- Evaluating new on-line NTC PD offerings
 - *NTC has a number of new on-line PD offerings that could be beneficial to attract more districts outside Dane County and for our current districts that are farther away. Should consider what might be worth bringing to DCNTP. Discussed potential of recording some of our local PD and charging DCNTP members access to view on-line. Tom and Melissa should get more information on NTC on-line offerings and share with Board or District Council to determine what might be worth pursuing.*
- Expanding Program Leader Services
 - *Have determined that this is a need for DCNTP. Recently added Program Leader Coffees. Consider what other services we should offer to support them.*
- New state guidelines and implications to our work (Educator Effectiveness/Common Core)
 - *Definitely need to consider as we move forward with our PD and support to districts related to induction*

Succession Planning and Back-up Planning for DCNTP Staffing:

– **Sick leave policy for DCNTP Chair**

- **Currently we do not have a written sick leave policy for DCNTP Chair. Melissa is covered under NTC's leave policies. Need to determine if Tom will receive paid/unpaid leave and for how long leave will be granted. Tom will research what Monona Grove School District offers to 40% employees. Melissa will research what NTC offers to 40% employees. We will also review current Family and Medical Leave Guidelines to determine unpaid leave amount and will report back at the next meeting.**

– **Backup plans to cover responsibilities of Chair in case there is a longer term leave**

- **Discussed how we should consider sending additional individuals to NTC's Trainers Academy so that we have more individuals that can step in and provide this training in Tom's absence. Also discussed who could fill in for the other DCNTP that is offered throughout the year.**

– **Backup plans to cover responsibilities of Project Manager in case there is a longer term leave**

- **Melissa is paid by NTC. We reimburse NTC for 50% of her salary. However, while her leave would fall under NTC's benefits, NTC would not cover the cost of hiring a temp. Due to the increased wages temporary agencies charge, to find someone with comparable skills short term would cost roughly \$20.00/hr. We do not have any additional money in the DCNTP that could cover this additional expense. Tom and Melissa will check with Steve Summers, Waunakee Business Manager and DCNTP Fiscal Agent, to determine what could be done under the current agreement since we are supposed to spend all the money in our budget each year. How can we cover these types of expenses? Tom and Melissa should also prepare job descriptions for their DCNTP roles.**

Managing:

Purpose: to quickly disseminate necessary information and solicit feedback as needed.

- **Next meeting, 4-6 pm, January 14, 2013, at McFarland's Board Room.**

Closing: Looking ahead.

Purpose: To know where we're going as a board.

- **Next meeting: Putting our money where our beliefs are: preparing a budget based on tonight's work.**
- **Upcoming meetings:**
 - **March: Finalize budget and Social Media applications for 2013-14, Beginning Teacher and Mentor communities;**
 - **April: Aligning EE with DCNTP's mission.**

Happy Holidays!