

DISTRICT 301 LEADERSHIP TEAM MEETING

December 7, 2009

Minutes of Meeting

In Attendance:

HOWARD B THOMAS:	Pattie Gondek, Jenelle Dieterman (observer)
COUNTRY TRAILS:	JoAnne Miller, Janice Eilken
LILY LAKE:	Chris Cohn, Jennifer Weibler
PRAIRIE VIEW:	Paula Evans
CENTRAL MIDDLE:	Mary Wood, Zandra McGuire
PRAIRIE KNOLLS MIDDLE:	Melissa Leisner, Elizabeth Canary
CENTRAL HIGH:	Cathy Mullahy, Carri Oslager
CEA:	Jim Conro
TRANSPORTATION:	
HUMAN RESOURCES:	Janet Marlovits
BOE MEMBER:	Gary Weigand
ELEM ADMINISTRATOR:	Jan Harnish
MS ADMINISTRATOR:	Lloyd Stover
HS ADMINISTRATOR:	Dan Cliffe
ASST SUPERINTENDENT:	Greg Rabenhorst
SUPERINTENDENT:	Todd Stirn

The November DLT meeting was cancelled due to meeting conflicts.

Old Business

A. Technology Director Update

Todd Stirn introduced Jim Manley as our new Director of Technology effective November 30, 2009. Jim came to us from Genoa-Kingston CUSD 424 where he was the Director of Technology since 2002. Powerschool is one of Jim's many strengths. A meet and greet was held with Jim and his new technology team. Jim stated that he supports a more open policy on what filters are placed on staff member's access to the internet as well as students' access. He plans on visiting all the schools and meeting the staff members. Jim stated that he looks forward to working at District 301.

B. Evaluation Tool Review

Greg Rabenhorst referenced the current Teacher/Board Master Contract stating that DLT shall be responsible for the initiation of an annual Evaluation Instrument Review Committee. This committee is a joint teacher, administrator committee that shall review, and if necessary, revise the current Certified Education Evaluation Plan. This committee shall be composed of equal representation of Association members and members from the administration. Greg suggested that this committee be composed of members from the current Evaluation Writing Team, as follows: Greg Rabenhorst (Admin), Esther Martin (Admin), Jim Conro (CEA), Carri Oslager (CHS), Jeannette Russell (CMS), Kim Paulus (PKMS), Carrie Yetter (HBT) and Donna Roark (CT). The DLT approved these teacher representatives for the committee. There is a need for additional administration members.

C. Fall Focus Group Update

On Tuesday, October 27, 2009 District administrators held a "State of the District" community information night. Information related to curriculum initiatives, district test score trends, student safety and building security, student discipline, future construction plans and fiscal responsibility was presented. Areas highlighted included areas of strength, addressing areas of concern and sharing the ongoing improvement efforts that are underway. Additional information is available on the District website. At the conclusion, administrators held a question and answer period which lasted approximately one hour. The new format seemed to be a hit with the community members who attended. Other DLT members who attended felt that good information was provided to the community and that a very proactive approach was taken in regards to AYP.

New Business

A. Calendar Committee

The next calendar committee is scheduled for Thursday, December 10th. Members are requested to bring feedback from their buildings regarding the November Parent/Teacher conferences as well as the draft 2010-2011 calendar in order to finalize and present to the Board of Education at the December 21st meeting. Members will also review a draft 2011-2012 school calendar and begin discussion of this calendar. There was discussion regarding the last day of the school year being a shortened student attendance day. Elementary and middle school representatives shared that their buildings were looking forward to this shortened day in order for teachers to have more time for their end of the school year responsibilities. High School representatives expressed their apprehension in being able to supervise the students on this shortened day and wanted the attendance time for high school students to be longer than the elementary and middle school students. High school teachers present expressed that high school teachers would not take issue with having less work time during this last day of the year compared to the middle and elementary school teachers. Jim Conro indicated that high school teachers have additional student-free time during other finals days.

B. Professional Learning Communities

Carri Oslager stated the importance of keeping the PLCs in the agenda so that this idea is not lost. She referenced an article on a local school district where all teachers were participating in the National Board Certification Program. DLT members felt that the team approach which is taken at the elementary and middle school levels and to a lesser extent the department approach at the high school level provide some degree of collaboration and learning similar to what occurs with PLCs. DLT decided that the PLC topic should be dropped from the agenda.

C. School Improvement Plan

Todd Stirn stated that currently some schools are using the Balanced Score Card while others are using a list form. He felt the need for all schools in the district to be consistent in using the same plan. The state of Illinois mandates the use of the E-plan when a school does not meet AYP, therefore Todd directed the schools to begin using the E-plan.

D. HR Update

Payroll dates for the month of December are 12/11 and 12/18 due to Winter Break. Open enrollment for health benefits was the month of October and everything went smoothly. Open enrollment for PayFlex (FSA) was the month of November and all forms have been submitted for processing in order for employees to have access to their money on January 1st. On November 1, 2009 we switched from MetLife to Blue Cross Blue Shield of IL for our dental coverage. All employees should have received new dental cards.

E. Parent Portal

Parent Portal is a secure, web based application that allows parents, guardians and students to view student information and communicate with school personnel. The middle schools and high school are targeted to go on line the second semester of this year. Elementary school participation is expected next year, but there needs to be further discussion on the feasibility of implementation at all elementary levels. Testing is currently underway in order to work out the glitches in time for CHS, CMS and PKMS to go live second semester. Jim Manley is familiar with this application and stated how well received and useful it has been in other school districts.

F. High School Principal Search

Todd Stirn and Greg Rabenhorst held meetings for two days with high school staff members regarding what they value and what they are looking for in a new leader. These meetings were felt to be very informative and helpful. Staff members consistently remarked that they do not want a "newbie" and that the candidates must have high school teaching experiences or been a successful middle school principal. A meeting is scheduled with the CEA next Monday, 12/14/09 to discuss this search.

Meeting adjourned at 5:00 p.m. This meeting was facilitated by Carri Oslager and Janet Marlovits. Next meeting is scheduled for Monday, January 4, 2010. Minutes approved 2/1/10.