

**CDEP COMMITTEE MEETING  
MINUTES**

Wednesday, May 9, 2007

11:30am – 2:30pm

District Professional Development Room

**MEMBERS PRESENT**

Jane Ebaugh	Ed Davenport	Jennifer Hammond-King	John Kemnitzer
Marvin Kreps	Joseph Phelan	Ed Sullivan	Dean Vallas
Susan VanVlack	Katherine Younger	Shaun Ramsey	

**MEMBERS ABSENT**

Katelin Grande	Patricia Sexton	Julie Turpin	Marla Ulrich
Mary Winkler			

- **Welcome and Review of Folder Material**

- **Review of Minutes from last meeting**

- Minutes from last CDEP meeting were approved
    - Marvin began meeting with a brief overview of the agenda items and folder materials
    - Marvin queried committee as to the effectiveness of electronic communication. Committee agreed to its effectiveness, and cited two problems with regard to attachments. Kathy Younger and Shaun Ramsey are unable to receive attachments on their computers. Marvin agreed to follow up and attempt to resolve the problem.

- **Superintendent's Conference Day Planning:**

- **February 16, 2007**

- **AUSSIE Consultants to work with Faculty on Literacy Related Issues**

- **Question: Given the number of existing Curriculum, Instruction, and Assessment Projects should the District use the full day for all faculty in this manner?**

- “Coffee and...” will be served at both campuses.
      - A lengthy discussion ensued with regard to the scheduling of the day with input from all building principals based on discussions with their staff
        - **CLS:** Ed Sullivan requests the elementary staff work in the morning with the 2 AUSSIE consultants. Noel Ridge will work with all staff not yet trained in the AUSSIE method. Julie Bishop will work with the remaining staff on more in-depth comprehension strategies and/or selected topics based upon needs assessment with faculty.
        - Ed Sullivan requested the afternoon session consist of continued training in Reading Comprehension Strategies for faculty not in attendance at the summer institute. Other faculty will continue work on curriculum projects.
        - Physical Education, Art, Music, LOTE, and Library will continue work on their respective curriculums.
        - **BMS:** John Kemnitzer commented that the Middle School had very little participation in the ELA, Math curriculum writing projects over the summer. He requests his ELA and Math teachers use the day for intensive curriculum writing, and reminded the group that there is only one teacher per subject for each grade level.

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- John Kemnitzer suggested the Social Studies and Science teachers work with the staff from the High School depts. to address Vertical Team Action plans stated within CDEP document.
- John Kemnitzer was receptive to the Art, LOTE, PE/Health and Music depts. following the CLS plan and devoting the day to continued work on their curriculum documents.
- It was suggested that the Middle School and High School faculties participate in a workshop presented by an AUSSIE consultant; each building will have a consultant for ½ day to work on vocabulary and reading comprehension. The team discussed the possibility of a morning session with the consultant to address vocabulary and reading comprehension across the content areas, with the afternoon devoted to curriculum and Vertical Team goals. Music, Art, PE, and LOTE would not be included in the training and will spend the day on curriculum development.
- **RHS:** One AUSSIE consultant will work for ½ day with faculty.
  - Ed Davenport would like the consultant to be familiar with specific content levels and standards based on Regents Exam/course content for grades 10-12.
  - He would like the focus to be what students are expected to do and what teachers are required to teach to prepare for exams
  - In order to maximize the time with the consultant, teachers will bring text books or lesson plans to address specific components of their lessons. It was requested that Marvin Kreps confirm with the consultants could meet this expectation. If not then alternate plans would be made.
  - Music, Art, PE and LOTE departments will devote the day to continued work on curriculum drafts
  - Afternoon session will be work on curriculum and Vertical Team action plans
- Joseph Phelan reminded the MS/HS principals that there are state-allotted ½ days that are underutilized. If planned in advance, giving parents enough notice, these ½ days (the equivalent of 2 whole days) could be considered for curriculum writing, vertical team goals, content area meetings and curriculum development
- The team requested that Marvin have a discussion with the AUSSIE consultants to determine their capacity to meet the needs as expressed by the CDEP Team.
- Katelin Grande suggested a staggered start time at each campus:
  - CLS: 8:00 a.m. to 8:30 a.m. “Coffee and”
    - 8:30 a.m. to 11:30 a.m. PD as indicated on attached schedule
    - 11:30 a.m. to 12:30 p.m. Lunch (on their own)
    - 12:30 p.m. to 3:30 p.m. Continued work as indicated on schedule
  - BMS/RHS: 7:30 a.m. to 8:00 a.m. “Coffee and”
    - 8:00 a.m. to 11:00 a.m. PD as indicated on attached schedule
    - 11:00 a.m. to 12:00 p.m. Lunch (on their own)
    - 12:00 p.m. to 3:00 p.m. Continued work as indicated on schedule
- **\*\*Refer to Building Level Schedules below for detailed schedules\*\***
- Building principals and Marvin Kreps will determine workspaces and resource needs for the day.

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- **Vertical Teams Update and review of Vertical Team Recommendations from last year**

- Marvin Kreps presented a Vertical Teams Report to the CDEP Team. For full detail of the report see attached report entitled, Vertical Team Report.
- Reading and writing across all disciplines are concerns expressed by all Vertical Teams
- Team discussed the need to establish district-wide standards for students/teachers in the area of reading and writing across all academic disciplines.
- Group will continue to explore who will enforce the standards, and how they will be enforced in subjects other than ELA
- There is a consensus of opinion on each of the Vertical Teams that the District should explore ways to provide more time to learn the Standards by developing before school/after school/ and summer school programs for those students who require it.

- **Data Team Report:**

- **Overview of the data considered**
- **Summary of progress to date**

- Data report was distributed to the team at the start of the meeting. For full detail of the report see attached report entitled, Data Team Report
- There is a gap between the academic performance of Special Education and General Education students.
- Only students with an I.Q. of 70 or lower qualify for Alternate Assessments
- Team needs to explore alternate means to help students close this achievement gap
- Before/after school, and summer school programs are recommended by the Data Team and the Vertical Team.
- No Safety Net exists for students in grades K-8 and the Safety Net for high school students is going to sunset at the end of the 2008-2009 school year.
- Team agreed to address this at future meetings as it is a district-wide concern

- **Review of Existing Action Plans:**

- Vertical teams will reconvene to review recommendations and determine if they should remain as priorities or if more important priorities should be developed in order to support students meeting state standards.

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- **Discussion of CDEP Revisions:**
  - **Work on document as a group**
  - **Next Steps?**
  - **What are the next steps for the Vertical Teams and the Data Team?**
- In order to facilitate the completion of the CDEP revisions, it was suggested and agreed upon that the March 1, 2007 CDEP meeting will be a full day meeting from 8:00 a.m. to 3:00 p.m.
- CDEP team will begin to review and revise the CDEP document at that meeting.
  
- **Other:**

**The following topics were generally discussed in the context of the aforementioned agenda items and will be discussed further at future meetings.**

- The team discussed the need for increasing the number of course offerings at the High School. This would include both core academic and elective courses. It is the perception of the team that many students need motivation to stay on campus and have fewer study periods
- It was suggested that a survey to poll should be developed to determine what types of classes would be of interest to students and faculty.
- As a part of development it was stated that it is important to determine the current resources and faculty available to offer additional elective courses in the high school.
- Dean Vallas commented on how this need is also a concern of the Board of Education, and has been discussed at previous meetings.
- Dean Vallas and Joseph Phelan commented on how positive it is for the district when the BOE and CDEP members share common goals.
- The addition of any new programs will impact the districts budget and therefore planning should include a consideration of the budgetary calendar and the BOE budget development process.