

## District Planning Team Agenda for November 13, 2024

### DeRuyter Central School District Mission Statement

The DeRuyter Central School District, in partnership with parents and the community, will educate and empower all students to embrace a passion for learning while developing into respectful, productive members of society.

### DPT Mission Statement

It is the mission of the DeRuyter Central School District Planning Team to

**Date: November 13, 2024**  
**Time: 1 PM - 3 PM**  
**Location: Room 200 (Zach Miller's Room)**

**To prepare for this meeting: Review Unit Map**

#### Agenda Topics:

1. Review Committee Commitments and goals
2. Strategic Planning
3. Curriculum Planning
4. Professional Development Planning
5. Scheduling (10 min)
6. Reflection

**Team Members:** Neal Capone (Facilitator), Melissa Wheatley (notetaker), Stephen Rafferty, Jenny Valente, , Kathy Cook, Erin Brown, Sheri Smith, Jared Tiffin, Zach Miller, Maureen Alger, Julie Arno, Amanda Ladd, Melanie Ackley, Lisa Benedict, Joe Drake

**Guest:**

**Absent:** Kathy Cook, Amanda Ladd, Melanie Ackley, Lisa Benedict

#### Commitments

- **\*\*Commitment to Professionalism and Respect:\*\*** We want a professional environment where input is valued without criticism or judgment. We will ensure that all voices are heard and respected, fostering a culture of openness and collaboration.
- **\*\*Focused and Manageable Agendas:\*\*** We want focused meetings with specific agendas and goals. We will prioritize creating clear, targeted agendas to ensure that each meeting is productive and that we address issues thoroughly.

- **\*\*Enhanced Communication and Transparency:\*\*** Our feedback highlighted the importance of transparent communication and representation from all grade levels and departments. We will work on improving our communication channels and ensuring that all stakeholders are adequately represented.
- **\*\*Consistent Meeting Schedules and Follow-Through:\*\*** We have concerns about meeting frequency, consistency, and follow-through. We will establish regular meeting times and ensure that there is clear follow-up on action items to maintain momentum and accountability.
- **\*\*Building Trust and Team Cohesion:\*\*** We expressed the need for team building and trust within the DPT. We will focus on creating a supportive and collaborative environment where all members feel valued and motivated to contribute.
- **\*\*Reflecting and Acting on Feedback:\*\*** We understand the importance of reflecting on our work and seeing tangible results. We will implement mechanisms to regularly review our progress and make necessary adjustments to ensure that our efforts lead to positive outcomes for our school community.

Goals for the 2025 School Year:

- Strategic Planning
- Curriculum Development

Previous year's DPT topic (we still want to keep these topics front of mind)

- SED Initiatives
- SEL
- Diversity, Equity, and Inclusion
- Literacy
- Culturally Responsive
- Literacy

Time	Agenda Topic	Notes	To Do	Person(s) Responsible
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N/A	Standing Tasks	<ul style="list-style-type: none"> <li>● Share committee-approved minutes with BOE</li> <li>● Share approved minutes with staff</li> <li>● Post minutes on website</li> <li>● Snacks for meeting</li> </ul>		Neal
1:00 - 1:50	Review Commitments and Goals	<p>Saw DCS video</p> <p>Curriculum</p> <ul style="list-style-type: none"> <li>● Scope and Sequence timeline expectations? <ul style="list-style-type: none"> <li>○ Due by end of school year</li> <li>○ Need to establish opportunities to complete this work <ul style="list-style-type: none"> <li>■ Add half PD days?</li> <li>■ Compensation/in-service credit?</li> <li>■ Provide a variety of time opportunities to work on the Scope and Sequences</li> </ul> </li> <li>○ Some staff members have many Scope &amp; Sequences to complete, some have few, some have none.</li> </ul> </li> <li>●</li> </ul> <p>Other: Required trainings at the beginning of the year... people need time</p> <ul style="list-style-type: none"> <li>● Solution Ideas: <ul style="list-style-type: none"> <li>○ Extra staff day at beginning of the year</li> <li>○ Neal, Steve, or Jenny teach some of them?</li> </ul> </li> <li>●</li> </ul>	<p>Colleagues show unit maps at next faculty meeting for feedback on what people like about the unit maps and what revisions? Ask for input on how to provide time to complete Scope and Sequences.</p> <p>Ask Negotiations Team about curriculum work compensation: would this fall under in-service credit for</p>	<p>Melissa/Erin Elem Secondary DPT</p> <p>Melissa</p>

			<p>completion after school?</p> <p>Add additional staff day in September?? Discuss when creating '25/'26 calendar; also check limits on how many half days we can use.</p>	Neal and Melissa
1:50 - 2:20	Curriculum Planning	<p>Tasks from the last meeting</p> <ul style="list-style-type: none"> <li>Admin - Share the Phases and template for Phase 1 (with assurance that there is also a Unit Map template for consistency)</li> </ul> <p>Curriculum Goal: Document a GVC across PK-12 for all content areas that is aligned to the NYS content and literacy standards and SEL goals.</p> <p>Phases</p> <ul style="list-style-type: none"> <li>Phase 1: Use common Scope &amp; Sequence template, to record current, high-level unit information. (Enter the highlights/basics... this is not detailed)</li> </ul>	Revise Unit Map to reflect DPT thoughts, then upload to shared drive	Neal, Auddie

		<ul style="list-style-type: none"> <li>○ Regarding standards, maybe just put the ones you are assessing</li> <li>○ Possibly strive to complete the first two columns of S&amp;S for everything by June?</li> <li>● Phase 2: Complete a Unit Map for each unit. Revise, as needed, to align with NYS content and literacy and SEL goals.</li> <li>● Phase 3: Revise S&amp;S to reflect newly aligned unit maps.</li> </ul> <p>New Topics</p> <ul style="list-style-type: none"> <li>● Review where we are in the curriculum process and get feedback</li> <li>● Review, together, curriculum Google folders and get feedback</li> <li>● Review the updated Unit Map draft</li> <li>● Next steps, including how to support teachers with their curricular work</li> </ul>		
2:25 - 2:28	Strategic Planning	<p>Where we're at:</p> <ul style="list-style-type: none"> <li>● Nov 4th Strategic Planning Input from 4-8pm</li> <li>● Neal, Jenny, Steve, recently met with Kevin McGowan (from the company Blueprint who is leading the process), who took the input and created action plans</li> </ul> <p>Tasks from the last meeting</p> <ul style="list-style-type: none"> <li>● DPT - Gather input from all staff members (Possibly in person and virtual options to get more participation)</li> <li>● Admin - Consider using PD day to involve all staff in strategic</li> </ul> <p>New Topics</p> <ul style="list-style-type: none"> <li>● Review Blueprint Strategic Planning Process</li> </ul>		

		<ul style="list-style-type: none"> <li>• Share work done so far and get feedback</li> <li>• Next steps</li> </ul>		
2:29 - 2:42	Professional Development Planning	<p>Tasks from the last meeting</p> <ul style="list-style-type: none"> <li>• SR - Reschedule Chris Klevac SEL screener assessment training for another PD date instead of 10-15 to focus on curriculum</li> </ul> <p>New Topics</p> <ul style="list-style-type: none"> <li>• Continue conversation of what works for staff and what are the needs to help make these days valuable. <ul style="list-style-type: none"> <li>○ Parent-Teacher Conference Days... For grades 9-12, maybe have them for a regular school day (used to be the case because no point in doing PD with a fraction of the staff) and PK-8, no school, so PT conferences can happen</li> </ul> </li> <li>• Next PD day? <ul style="list-style-type: none"> <li>○ Ask people what they need</li> <li>○ PD days with choices may meet more needs (IE: special areas could pick something more fitting than reading/math PD)</li> <li>○ What do new teachers need training on? Provide some of these things as options on a menu PD day... getting PD that many need to be done at once saves having to get many subs on a day</li> </ul> </li> <li>•</li> </ul>	<p>Reschedule Chris Klevac</p> <p>Ask at faculty meetings, what are people's PD needs?</p> <p>'25-'26 calendar collaboration ... keep 9-12 here on PT day(s)?</p> <p>What trainings do the new folks need?</p>	<p>Steve</p> <p>Jenny/Steve/DPT</p> <p>Neal and Melissa</p> <p>Jenny, Steve</p>
2:45 - 2:49	Meeting Schedule	<ul style="list-style-type: none"> <li>• Meeting the needs of a 14-member team <ul style="list-style-type: none"> <li>○ Incorporate some after school meetings to include BOE and community members</li> </ul> </li> </ul>		

		<ul style="list-style-type: none"> <li>● How many meetings?</li> <li>● Times of day - alternate afternoon and after school?</li> <li>● Next meeting - 12/?/24</li> </ul>		
2:50 - 3:06	Around the Room	<ul style="list-style-type: none"> <li>● Improve consistency and communication <ul style="list-style-type: none"> <li>○ Example: Jared asked the 10th grade team what are you seeing as far as motivation, work completion, etc? And how will we be consistent with our expectations? They get one set of expectations in Jared's room and a different set in the next one.</li> <li>○ DPT should try to promote consistency among faculty on holding students accountable for expectations (and have consistent ones) <ul style="list-style-type: none"> <li>■</li> </ul> </li> <li>○</li> </ul> </li> <li>● We have several hot topics, being certain to prioritize and create timelines is important.</li> <li>● Were these concerns put into the strategic plan thought exchange?</li> <li>● Fail 1 / Fail 2 discussion sub committee... should it be discussed at DPT? ... the sub committee looking at this should bring draft back to faculty for input</li> <li>● Can we define language more clearly? ("bro", f bombs, etc..) We all need to be consistent.</li> <li>● What's the purpose of DPT</li> <li>● SED Curriculum Updates?</li> </ul>	<p>Fail 1/ Fail 2 revision draft... bring to faculty for input</p> <p>Reaching out to NYSUT for what are the expectations for District Planning Teams in NYS for clarity</p> <p>Future faculty meeting: Neal will share SED curriculum updates</p>	<p>Steve</p> <p>Melissa</p> <p>Neal</p>

3:00	Meeting Reflection	<ul style="list-style-type: none"><li>• What worked for you?</li><li>• What didn't work for you that we can do better?</li></ul> <p><a href="https://tejoin.com/scroll/861867701">https://tejoin.com/scroll/861867701</a></p> 		
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