

Dr. William Zelei, Chair
Henry Patterson, Vice Chair
Dr. Cathy Dietlin
Dr. Rosa Hainaj
Raul Ramos

Mike Fisher
Office of the Attorney General

**LORAIN CITY SCHOOL DISTRICT
ACADEMIC DISTRESS COMMISSION**

MINUTES

Regular Meeting

Charleston Administration Center – Room 10

Tuesday, November 19, 2013 at 4:30 p.m.

I. Call to Order – Dr. Zelei, Chair

II. Roll Call

Dr. Zelei X Dr. Dietlin X Dr. Hainaj absent Mr. Patterson arrived late Mr. Ramos X

III. Public Comment

No Public Comment .

IV. **Approval of Agenda**

Motion by: Dr. Zelei Seconded by: Dr. Dietlin

Dr. Zelei X Dr. Dietlin X Dr. Hainaj Mr. Patterson Mr. Ramos X

V. **Approval of October 15, 2013 Minutes as attached**

Voice Vote: Ayes 3 , Nays , Abstain

VI. **LADC Website Discussion**

A discussion regarding the website took place. It was decided that all future agendas will be posted on the LADC website along with the minutes from the previous meeting.

VII. **Student, Parent, Staff Survey Discussion**

Dr. Richard discussed student, parent, staff survey and distributed information. It was decided that the LADC would review various Survey instruments at the December meeting.

VIII. **Monthly, Quarterly Administrative Report Discussion**

The Academic Recovery Plan Implementation chart was distributed and discussed. The chart lists monthly, quarterly and annual reports that are listed in the Academic Recovery Plan and have been requested by LADC. Dr. Zelei suggested a few modifications to the Implementation Chart. Mr. Tucker volunteered to revise the chart based upon the discussion.

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IX. Development of Short Cycle Assessment Report

There was an open discussion regarding benchmark assessments and formative assessments. Dr. Dietlin inquired on what motivation is being used for kids to stay focused for testing. Mr. Tucker indicated that adjustments were made to the Assessment Process. Mr. Patterson mentioned possible tools that should be available to parents to get involved with their child's education so that they are aware of the progress that is or is not being made by the child.

X. Straight A Application Report

Mr. Tucker provided a copy of the Straight A Fund application to the LADC and reported that the LCSD application was still in the running for the grant award. There were no questions and no further details were requested at this time.

XI. OTES/OPES Report

Dr. Zelei asked about the progress of the implementation of OTES and OPES. Mr. Tucker explained that the process was moving forward. He explained that paper copies of OTES forms were currently being utilized. He explained that Sharon Jones, with Cuyahoga County ESC, has been working with teachers to write SLO's. Teams have met 6 times to review and submit SLO's. They should be in place by January and can be utilized by teachers at that time. Mr. Tucker further explained that he has approved substitute principals to provide coverage in buildings on a temporary basis (3 days) to give principals the opportunity to complete OTES observations and evaluations. Mr. Tucker also explained that OPES evaluations were also proceeding in a timely manner.

XII. Instructional Rounds Protocol/Instructional Rounds Data Report

Dr. Dietlin requested information on the instructional rounds with principals and wanted to know what approach is being used to provide feedback to teachers. Dr. Lemmerman and Mrs. Szegedy explained the process begins with the building level team meetings. Feedback is shared with the principal, who will then share information with the teacher. A chart was reviewed with the amount of walk throughs that each building principal has conducted. Mr. Patterson asked if there were set expectations for these walk throughs and questioned if these were being conducted in every class/every day. He also suggested that there be consistency in each classroom.

XIII. Staff and Student Attendance Report

Mr. Tucker presented reports regarding the of attendance of students and staff. Monthly reports will continue to be shared with the LADC. A discussion regarding staff attendance at professional development sessions was also held. A request was made for the administration to provide updates on staff attendance at professional development sessions.

XIV. K-3 Literacy - Student Achievement Report

Dr. Zelei asked about the progress of Reading Improvement and Monitoring Plan (RIMP). The total number of students that received a RIMP, by building/classroom, were shared. A discussion regarding lowest/highest areas also occurred. Me. Tucker reported that letters , have been sent to parents to inform them of their childs progress and all parents can review at parent/teacher conference.

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XV. Benchmark Common Assessment - Student Achievement Report

A discussion was held regarding Benchmark Assessments. A discussion regarding the NWEA and the assessment timeline was held. Dr. Dietlin discussed the benefit of the February assessment. Dr. Zelei inquired regarding the details and timeline for the administration of the NWEA and other common assessments. Mr. Patterson inquired on the percentage of teachers that are sharing NWEA reports with parents regarding their child. He expressed interest in more parent involvement and would like parents to be informed and be able to access their students grades, progress, etc.

XVI. Middle School/High School Coursework - Student Achievement Report

Mr. Tucker presented a Failing Grade Summary Report. The report was distributed and discussed. Questions were raised regarding how grades are determined for the students in the middle school/high school classes. A discussion also ensued regarding student failure and what steps are going to take place to improve the progress and grades of the student.

XVII. Executive Session: To consider the appointment, employment, dismissal, discipline, promotion, or compensation of public employees.

It was determined that there was not a need for an Executive Session.

XVIII. Adjournment

Motion by: Dr. Dietlin Secoded by: Mr. Patterson

Voice Vote Yes 4 No _____