

## LEADERS COUNCIL MEETING MINUTES

February 6, 2012

Present: Pat Roschewski, Joel Scherling, Freida Lange, Donlynn Rice, Betty VanDeventer, Diane Stuehmer, Sharon Katt, Brian Halstead, Russ Inbody, Henry Rodriguez, Sameano Porchea, Mary Ann Losh, Gary Sherman, Scott Swisher, Roger Breed, Margaret Worth

### **15. Budget Calendar (Russ Inbody, Henry Rodriguez)**

Henry Rodriguez reviewed the Department Allotment/Budget Calendar for 2012-13, 2013-15. Leadership Council members will be receiving additional information and details from Henry Rodriguez regarding the budgeting process.

### **1. Regional Education Laboratories (REL) Update (Roger Breed)**

The REL contract was awarded to the Marzano Regional Laboratories. Marzano's first visit and initial conversation is scheduled for February 16, 2012. The MRL is noted for their work with teacher evaluations, standards, and instructional strategies, among others. NCCC work will continue as it has.

### **2. Legislation (Brian Halstead)**

Brian Halstead provided an update on state and federal legislation.

### **3. FFATA Issues (Russ Inbody)**

Any new federal grants paid to sub-recipients over \$25,000 must be reported to the Federal Government. These must be reported to Russ Inbody or Ron Mowrey. These grants must have a DUNS number and CCR registration. Collection of this information is under review by Financial Services for an effective process in collection of the data.

### **4. Garage Sales and use of the Break Room (Russ Inbody)**

Items for repurposing should be kept in individual team areas. Items placed in hallways or break room areas could be a fire code violation.

Restroom renovation for the 6<sup>th</sup> floor begins the end of February.

### **8. Data Collection Windows (Sameano Porchea)**

Sameano requested that all Data Collection Elements be provided to her as soon as possible. Any division requesting a collection of data for reporting purposes needs to report as requested in an email sent from Sameano. This is in an effort to reduce duplicate requests for information from the districts.

**7. Internal Protocol for Requests (Sameano Porchea)**

In an effort to measure and monitor the work loads of staff, Sameano provided an outline of her team's areas of responsibility. All employees are asked to refer to the chart and make requests to managers who have been assigned various areas of data collection. A copy of the layout is attached. If you have any questions, please contact Sameano.

**6. Data Conference (Sameano Porchea)**

Sameano provided the LC with various planning and organization documents for the upcoming Data Conference. Teams are encouraged to review the documents and suggest changes, additions, and other thoughts to Sameano.

**11. ASSIST Training (Freida Lange)**

Freida provided an information sheet.

**9. NeSA Observations (Pat Roschewski)**

Pat provided an update to the location of the NeSA Observation training. The training will be held in LLA and not in the State Board Room. Participants are asked to make 2 observations per day. For more information on the assignment of observations, please see Ted Larson.

**10. NeSA Security Audit (Pat Roschewski)**

Pat informed the LC that Caveon is the company hired to conduct a security audit on the NeSA process. This audit will review documents and conduct interviews with school districts and NDE staff. The report will be presented to the State Board in May, 2012.

Due to a time limitation, the remainder of the topics from the LC Agenda will be discussed either at the All Staff Meeting or at the February 17 LC meeting scheduled for 1:30 p.m.

Those items include:

- 5. The Aspects Contracts (Sameano Porchea)
- 12. Getting the Good News Out About Nebraska Schools (Betty VanDeventer)
- 13. Dates for LC/Super Day Meetings
- 14. NDE SSOS Project Updates

The meeting adjourned at 4:10 p.m.

## ASSIST Training:

### “The Adaptive System of School Improvement Support Tools”

**February 16, 2012**

**Country Inn and Suites  
(in the Lincoln Room, Lower Level, Southwest)  
5353 North 27th Street  
Lincoln, NE 68521**

Sign-in and refreshments begins at 8:30 a.m.  
The workshop starts at 9:00 a.m. and will conclude no later than 4:00 p.m.

*[Please park in the lower level parking lot designated for meeting attendees,  
which is located to the south and west of the hotel.]*

---

This one-day training is intended to familiarize ESU Staff Developers, AdvancED Field Consultants, and CIP Coordinators from Nebraska's larger districts with the purpose, design, components, and requirements of the new ASSIST program, so that they can effectively provide support as their districts and buildings begin to use ASSIST. The registration fee of \$20 per person includes refreshments and lunch. All training materials will be provided. This event is hosted by AdvancED-Nebraska. **Participants are requested to bring their laptops.**

---

The training will begin with a very brief overview of the five new AdvancED standards, along with an explanation of the standards rating system. This will be followed by presentations on the following topics:

**Part 1: The ASSIST Presentation on all components, including:**

- The Self Assessment and options, such as the SA Concept Map
- Changes in the requirements about using the AdvancED Improvement Plan
- The timeline for using surveys

**Part 2: Implications regarding ASSIST for those involved in District Accreditation**

- How the district should use ASSIST data from the individual buildings
- What a District QAR Team will look at when doing an external Visit

**Part 3: ASSIST and Educational Service Agencies**

- What is the status on ESA reports?
- Will an ASSIST module be available that is specific to ESAs?
- If so, when could this be expected?

**Part 4: Question/Answer/Discussion Time**

---

To register, please contact Freida Lange at [freida.lange@nebraska.gov](mailto:freida.lange@nebraska.gov).

