

**NHDOE Program Approval and Improvement Process
Management Team Meeting
July 16, 2012
8:30 A.M. – 3:00 P.M.
Employee Conference Room**

AGENDA

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

Seven Norms of Collaboration:

Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

- 8:30 Professional Development Segment:**
Articles Discussion
- 9:30 Quick Stretch Break**
- 9:40 Business Meeting Begins**
- Joys, Concerns, and Tall Tales...
 - Quick Review and Prioritization of Agenda Items; any additions?
 - Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
 - Review of Team Norms, and Selection of Norm to Observe during our meeting
- 10:00 Quick Business Items:**
- Review Minutes June 18th Management Team Meeting
 - Sr. Management Team Update
 - Preschool/Early Childhood Updates
 - August Academy Presentation
 - New date for Case Study Orientation – possibly change from 4/12 to 4/11
 - Stewartstown IEP Review
 - PSU Registration Forms
 - Schedule Quarterly Meeting Dates (review 12-13 FM Data)
 - Do we want to schedule dates for IEP Review Facilitators?
 - Updates on Document Revisions
 - Any Other Business Items?
- 11:00 Review and Discussion of DDE Report**
- 12:00 Lunch**
- 12:45 Brain Changer**
- 1:00 Continued Discussion on Report**

2:30 Time to wrap up...

- Review of Action Items
- “Review and Identify Agenda Items for August and additional July Management Team Meeting

Possible topics:

- ✓ Professional Development Segment
 - ✓ Quick Business Items
 - ✓ Brain Changer
 - ✓ Review and Discussion of FM Reports 2011-12
 - ✓ Updates and sharing of plans for initial meetings with 2012-13 districts
 - ✓ High School Graduation Requirements, Private Special Education Schools
 - ✓ Mission/Vision/Core Values
 - ✓ Assessing Our Management Team Norms
 - ✓ Management Team Coaching/Supervision
-
- Anything Else?
 - Moment of Zen . . . What have we learned today and what impact does this have upon our work?
 - Report Out from the Process Observer

3:00 Adjourn

**NHDOE Program Approval and Improvement Process
Management Team Meeting
August 13, 2012
8:30 A.M. – 3:00 P.M.
Employee Conference Room**

AGENDA

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

Seven Norms of Collaboration:

Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

8:30 Professional Development Segment:

Articles Discussion (Bob)

9:30 Quick Stretch Break

9:40 Business Meeting Begins

- Joys, Concerns, and Tall Tales...
- Quick Review and Prioritization of Agenda Items; any additions?
- Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
- Review of Team Norms, and Selection of Norm to Observe during our meeting

10:00 Quick Business Items:

- Review Minutes July 16th Management Team Meeting
- Preschool/Early Childhood Updates
- Updates from the NHDOE
- PSU Registration Forms
- Updates on Document Revisions
- FM IEP Facilitator Training: Planning Session 8/30, Training 9/13
- Quick Update: NHASEA Conference Presentation
- Reminder, scheduling of private school visits
- Reminder, midyear corrective action monitoring (2011-12 sites)
- Any Other Business Items?

10:45 Focused Monitoring Reports 2011-12 , Overview and Discussion

- Pelham
- Londonderry
- Mason

- Nashua
- Seabrook
- Newmarket

12:00 Lunch

12:45 Brain Changer (Colleen)

1:00 Updates and Sharing of Plans for Initial Meetings with 2012-2013 Districts/Private Schools

2:00 High School Graduation Requirements, Private Special Education Schools
Update and Generating of Questions for Clarification

2:45 Time to wrap up...

- Review of Action Items
- Review and Identify Agenda Items for September 17th Management Team Meeting. Possible topics:
 - ✓ Professional Development Segment, Article Discussion
 - ✓ Quick Business Items
 - ✓ Brain Changer
 - ✓ Assessing Our Management Team Norms
- Anything Else?
- Moment of Zen . . . What have we learned today and what impact does this have upon our work?
- Report Out from the Process Observer

3:00 Adjourn

**NHDOE Program Approval and Improvement Process
Management Team Meeting
September 17, 2012
8:30 A.M. – 3:00 P.M.
Room 300**

AGENDA

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

Seven Norms of Collaboration:

Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

- 8:30 Professional Development Segment:** Articles Discussion (Colleen)
“The Importance of Developing Communicative Competence”
- 9:30 Quick Stretch Break**
- 9:40 Business Meeting Begins**
- Joys, Concerns, and Tall Tales...
 - Quick Review and Prioritization of Agenda Items; any additions?
 - Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
 - Review of Team Norms, and Selection of Norm to Observe during our meeting
- 10:00 Quick Business Items:**
- Review Minutes August 13th Management Team Meeting
 - Preschool/Early Childhood Updates
 - Focused Monitoring IEP Review Visits
 - Updates on Document Revisions
 - IEP Review Training Rescheduling
 - PSU Registration Forms
 - Update: Wavier/Smarter Balance Conference
 - Update on NHDOE Meeting with Bureau of School Approval
 - Any Other Business Items?
- 10:45 Review and Discussion of Assessment of Team Norms**
- 11:15 Results of Focused Monitoring Survey (End of Year)**
- 11:45 Case Study Evidence for Curriculum Alignment at Private Providers**

12:15 Lunch

1:00 Brain Changer (Maryclare)

1:15 FM IEP Review – Determination Letters (NHDOE)

2:00 Updates from the NHDOE

- ✓ DDE Report
- ✓ Internal Data Report to guide FM IEP selections
- ✓ Other?

2:15 Document Review Update: Applications and others?

2:45 Time to wrap up...

- Review of Action Items
- Review and Identify Agenda Items for Tuesday, October 16th Management Team Meeting. Possible topics:
 - ✓ Professional Development Segment, Article Discussion
 - ✓ Quick Business Items
 - ✓ Brain Changer
 - ✓ Assessing Our Management Team Norms
- Anything Else?
- Moment of Zen . . . What have we learned today and what impact does this have upon our work?
- Report Out from the Process Observer

3:00 Adjourn

**NHDOE Program Approval and Improvement Process
Management Team Meeting
October 16, 2012
8:30 A.M. – 3:00 P.M.
Room 300**

AGENDA

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

Seven Norms of Collaboration:

Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

- 8:30 Professional Development Segment:** Articles Discussion (DL)
Teacher Leadership NCSD
- 9:30 Quick Stretch Break**
- 9:40 Business Meeting Begins**
- Joys, Concerns, and Tall Tales...
 - Quick Review and Prioritization of Agenda Items; any additions?
 - Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
 - Review of Team Norms, and Selection of Norm to Observe during our meeting
- 10:00 Quick Business Items:**
- Review Minutes September 17th Management Team Meeting
 - Preschool/Early Childhood Updates
 - Updates from the NHDOE
 - Bureau of Special Education Technical Assistants/Areas of Focus
 - Waiver Update
 - Longitudinal Data Base/Internal Data Available for Selection of FM IEP Reviews
 - Status of Document Reviews
 - Case Study Compliance Review Reports, Suggestions for Improvement
 - NHDOE IEP Compliance Reviews
 - Feedback from NERRC regarding DDE Report
 - Other?
 - Any Other Business Items?
- 10:45 Quarterly Reports on FM Sites/Review of FM Indicators**
- ❖ Stewartstown
 - ❖ Hillsboro-Deering
 - ❖ Manchester

12:00 Lunch

1:00 Brain Changer (KS)

1:15 Quarterly Report on FM Sites – continued

- ❖ Pittsfield
- ❖ Hudson
- ❖ Winchester
- ❖ Milford

2:45 Time to wrap up...

- Review of Action Items
- Review and Identify Agenda Items for Tuesday, November 13th Management Team Meeting. Possible topics:
 - ✓ Professional Development Segment, Article Discussion
 - ✓ Quick Business Items
 - ✓ Brain Changer
- Anything Else?
- Moment of Zen . . . What have we learned today and what impact does this have upon our work?
- Report Out from the Process Observer

3:00 Adjourn

**NHDOE Program Approval and Improvement Process
Management Team Meeting
November 13, 2012
8:30 A.M. – 3:00 P.M.
Room 300**

AGENDA

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

Seven Norms of Collaboration:

Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

- 8:30 Article Discussion (DL)**
Teacher Leadership NCSD, (Connection to Our Program Approval Work)
- 9:30 Quick Stretch Break**
- 9:40 Business Meeting Begins**
- Joys, Concerns, and Tall Tales...
 - Quick Review and Prioritization of Agenda Items; any additions?
 - Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
 - Review of Team Norms, and Selection of Norm to Observe during our meeting
- 10:00 Quick Business Items:**
- Review Minutes October 16th Management Team Meeting
 - Preschool/Early Childhood Updates
 - IEP Facilitator Training, Quick Reactions & Next Steps
 - Status of FM Indicators
 - Updates from the NHDOE
 - Names of the DOE technical assistants
 - Guidance from NERRC regarding DDE report
 - HQT Questions, Pinkerton and Private School Consultant Roster
 - EIS /Personnel Rosters for LEA's
 - Year II Follow Up Monies
 - Follow up to e-mail messages:
Lakeview, NHSEIS Letters, HQT Private School Consultants, Communication to LEA's regarding expanded IEP reviews, other?
 - Other
 - Any Other Business Items?
- 11:00 NHDOE Expanded IEP Review Process**

12:00 Lunch

1:00 Brain Changer (KS)

1:15 Report Templates and Writing of Reports Case Study and FM IEP Compliance Review

Conversation to include suggestions for improvement, LEA/private school validation of findings, systemic and child specific findings, tracking of child specific findings

2:45 Time to wrap up...

- Review of Action Items
- January Agenda Items:
 - ✓ Professional Development Segment, Article Discussion
 - ✓ Quick Business Items
 - ✓ Brain Changer
 - ✓ What Else?
- Moment of Zen . . . What have we learned today and what impact does this have upon our work?
- Report Out from the Process Observer

3:00 Adjourn

**NHDOE Program Approval and Improvement Process
Management Team Meeting
December 13, 2012
9:00 am – 11:30 pm
Room 300**

DRAFT AGENDA

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

Seven Norms of Collaboration:

Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

9:00 Quick Opening Activity
“Black and Purple”

9:15 Business Meeting Begins

- Quick Review and Prioritization of Agenda Items; any additions?
- Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
- Review of Team Norms, and Selection of Norm to Observe during our meeting

9:30 “From the Balcony” ...The Big Picture

- Purpose
- Goals
- Outcomes
- Alignment with DOE Initiatives
- Communication with Program Approval Team and LEAs
- Monitoring of effectiveness and impact upon student learning

9:50 Program Approval Team: Operation Components

- What data is needed?
- How should data be reported and monitored?

10:30 Quick Break

10:45 Current Challenges: Communication and Collaboration

11:00 Agreed Upon Next Steps

11:15 Time to wrap up...

- Review of Action Items
- Moment of Zen . . . What have we learned today and what impact does this have upon our work?
- Report Out from the Process Observer

11:30 Adjourn

**NHDOE Program Approval and Improvement Process
Management Team Meeting
January 14, 2013
8:30 A.M. – 3:00 P.M.
Room 300**

AGENDA

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

Seven Norms of Collaboration:

Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

- 8:30 Article Discussion (EH)**
Summary of the BSCS 5E Instructional Model Phase Summary
- 9:30 Quick Stretch Break**
- 9:40 Business Meeting Begins**
- Joys, Concerns, and Tall Tales...
 - Quick Review and Prioritization of Agenda Items; any additions?
 - Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
 - Review of Team Norms, and Selection of Norm to Observe during our meeting
- 10:00 Quick Business Items:**
- Review Minutes November 13th Management Team Meeting
 - Review Minutes of December 13th Meeting, with DOE regarding Compliance Reviews
 - Preschool/Early Childhood Updates
 - Status of FM Indicators
 - Reminder Joe and Ed to present revised FM Survey in February
 - Updates from the NHDOE
 - EIS /Personnel Rosters for LEA's
 - HS Graduation Policy/Procedure Private Schools
 - Private Providers access to Performance +
 - DDE Report, Update on DOE Follow Up Action Plan
 - Updates on DOE Desk Audits
 - Critical Shortage Areas...Guidance
 - Other?
 - Any Other Business Items?
- 11:00 DDE Report, Management Team Review**
- 12:00 Lunch**

1:00 Brain Changer (Bob)

1:15 Updates on Case Study Compliance Reviews

- Lakeview
- Hunter
- Cedarcrest
- Easter Seals
- Crotched Mountain
- Spurwink
- North Country Learning Center
- Parker
- Becket – Mt Prospect
- Pinkerton

2:45 Time to wrap up...

- Review of Action Items
- February Agenda Items:
 - ✓ Professional Development Segment, Article Discussion
 - ✓ FM Quarterly Updates
 - ✓ FM Survey to 2013 Districts
 - ✓ Selection Process 2014 FM Districts
 - ✓ Quick Business Items
 - ✓ Brain Changer
 - ✓ What Else?
- Moment of Zen . . . What have we learned today and what impact does this have upon our work?
- Report Out from the Process Observer

3:00 Adjourn

**NHDOE Program Approval and Improvement Process
Management Team Meeting
February 11, 2013
8:30 A.M. – 3:00 P.M.
Room 300**

AGENDA

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

Seven Norms of Collaboration:

Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

- 8:30 Article Discussion (JD)**
Smart RTI: A Next Generation Approach for Multilevel Prevention
- 9:30 Quick Stretch Break**
- 9:40 Business Meeting Begins**
- Joys, Concerns, and Tall Tales...
 - Quick Review and Prioritization of Agenda Items; any additions?
 - Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
 - Review of Team Norms, and Selection of Norm to Observe during our meeting
- 10:00 Quick Business Items:**
- Review Minutes January 14 Management Team Meeting
 - Preschool/Early Childhood Updates
 - Updates from the NHDOE
 - Selection Process and Notification to 2014 FM Districts
 - Updates on DOE Desk Audits
 - Update on Report Templates and Process
 - Other?
 - Any Other Business Items?
- 11:00 Focused Monitoring Surveys to 2012-2013 Districts (JM & BG)**
- 12:00 Lunch**
- 12:45 Brain Changer (MCH)**

1:00 FM Quarterly Reports and FM Indicators

- Hillsboro-Deering
- Hudson
- Manchester
- Milford
- Pittsfield
- Winchester
- Stewartstown

2:45 Time to wrap up...

- Review of Action Items
- March 18th Meeting Agenda Items:
 - ✓ Professional Development Segment, Article Discussion
 - ✓ Quick Business Items
 - ✓ Brain Changer
 - ✓ What Else?
- Moment of Zen . . . What have we learned today and what impact does this have upon our work?
- Report Out from the Process Observer

3:00 Adjourn

**NHDOE Program Approval and Improvement Process
Management Team Meeting
March 18, 2013
8:30 A.M. – 3:00 P.M.
Room 330**

AGENDA

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

Seven Norms of Collaboration:

Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

- 8:30 Article Discussion (MCH)**
“District Data Teams: A Leadership Structure for Improving Student Achievement”
- 9:15 Quick Stretch Break**
- 9:30 Business Meeting Begins**
- Joys, Concerns, and Tall Tales...
 - Quick Review and Prioritization of Agenda Items; any additions?
 - Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
 - Review of Team Norms, and Selection of Norm to Observe during our meeting
- 9:45 Discussion on Preschool Practices in the FM Process with Ruth Littlefield**
See attached topics for discussion
- 11:15 Quick Business Items:**
- Review Minutes February 11th Management Team Meeting
 - Updates from the NHDOE
 - Selection Process and Notification to 2014 FM Districts
 - Updates on DOE Desk Audits
 - Prospect Mountain Academy, JMA
 - Performance Plus, professional development for private providers
 - Private Special Education School, Policy and Procedure: Issuing of High School Diploma
 - Other?
 - Any Other Business Items?
- 12:00 Lunch**
- 12:45 Brain Changer (JD)**

1:00 Review of NH Rules for the Education of Children with Disabilities (ST)

2:45 Time to wrap up...

- Review of Action Items
- April 8th Meeting Agenda Items:
 - ✓ Professional Development Segment, Article Discussion
 - ✓ Quick Business Items
 - ✓ Brain Changer
 - ✓ What Else?
- Moment of Zen . . . What have we learned today and what impact does this have upon our work?
- Report Out from the Process Observer

3:00 Adjourn

**NHDOE Program Approval and Improvement Process
Management Team Meeting
April 8, 2013
8:30 A.M. – 3:00 P.M.
Room 300
AGENDA**

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

Seven Norms of Collaboration:

Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

9:30 Article Discussion

“Fewer, Clearer, Higher Common Core State Standards”

10:30 Business Meeting Begins

- Joys, Concerns, and Tall Tales...
- Quick Review and Prioritization of Agenda Items; any additions?
- Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
- Review of Team Norms, and Selection of Norm to Observe during our meeting

11:00 Quick Business Items:

- Review Minutes March 18th Management Team Meeting
- Date for fall IEP Review Facilitator training
- Updates from the NHDOE
 - Selection Process and Notification to 2014 FM Districts
 - Updates on DOE Desk Audits
- Any Other Business Items?

12:00 Lunch Break

12:45 Brain Changer (Bob)

1:00 Review and Final Plans for Case Study Compliance Review Orientation

1:30 Updates: Focused Monitoring Districts and Case Study Reviews

2:15 NH Networks and Related Topics

2:45 Time to wrap up...

- May 13th Meeting Agenda Items:
- Moment of Zen . . . What have we learned today and what impact does this have upon our work?
- Report Out from the Process Observer

3:00 Adjourn

**NHDOE Program Approval and Improvement Process
Management Team Meeting
May 13, 2013
11:45 A.M. - 3:00 P.M.
Room 300
AGENDA**

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

12:15 Business Meeting Begins

- Joys, Concerns, and Tall Tales...
- Quick Review and Prioritization of Agenda Items; any additions?
- Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
- Review of Team Norms, and Selection of Norm to Observe during our meeting

12:30 Quick Business Items:

- Review Minutes April 8th Management Team Meeting
- Updates from the NHDOE
 - Updates on DOE Desk Audits
 - Other?
- Any Other Business Items?

1:00 Review of Plans for FM Orientation May 16, 2013

1:30 FM Cardinals and Indicators

2:45 Time to wrap up...

- Review of Action Items
- June 17th Meeting Agenda Items:
 - ✓ Professional Development Segment, Article Discussion
 - ✓ Quick Business Items
 - ✓ Brain Changer
 - ✓ What Else?
- Moment of Zen . . . What have we learned today and what impact does this have upon our work?
- Report Out from the Process Observer

3:00 Adjourn

**NHDOE Program Approval and Improvement Process
Management Team Meeting
June 17, 2013
8:30 A.M. – 3:00 P.M.
Room 300
AGENDA**

The mission of Special Education Program Approval and Improvement Process is to improve educational results for all learners.

Seven Norms of Collaboration:

Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

9:30 Articles Discussion: Access, Ability, Grouping and Tracking (JD)

The Bottom Line on Student Tracking and Grouping Students by Ability

10:15 Business Meeting Begins

- Joys, Concerns, and Tall Tales...
- Quick Review and Prioritization of Agenda Items; any additions?
- Assignment of Team Member Roles: Facilitator, Recorder (D. Lurvey), Process Observer, Scribe/Parking Lot Attendant, Time Keeper
- Review of Team Norms, and Selection of Norm to Observe during our meeting

10:30 Business Items:

- Review Minutes, May 13 Management Team Meeting
- Updates from the NHDOE:
 - Plans for Desk Audits 2013-14
 - Indicator 17
 - General Reflections of 2012-13 Program Approval Activities
 - Other
- Status of FM Final Reports
- Contacts with 2013-14 Sites (FM Districts and Case Study Sites)
- Any Other Business Items?

11:30 Discussion of New Evidence Based Access, Participation and Progress Process

12:15 Break time/Brain Changer (BG)

1:15 FM Year End Survey (JM & BG)

2:15 Time to wrap up...

- Review of Action Items
- July 8th Meeting Agenda Items:
- Moment of Zen . . . What have we learned today and what impact does this have upon our work?
- Report Out from the Process Observer

2:30 Adjourn