



**NHDOE Program Approval and Improvement Process  
Management Team Meeting  
July 11, 2011  
SERESC, Employee Conference Room  
8:30 A.M. – 3:00 P.M.**

**AGENDA**

***The mission of Special Education Program Approval is: to improve educational results for all learners.***

**Seven Norms of Collaboration:**

Promoting a Spirit of Inquiry; Pausing; Paraphrasing; Probing; Putting Ideas on the Table; Paying Attention to Self and Others; Presuming Positive Intentions

**8:30 Welcome!**

**Quick Opening Activity**

**Joys, Concerns, Tall Tales...**

-  Assignment of Team Member Roles:
-  Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
-  Review 7 Norms of Collaboration
-  Review and Prioritize Agenda

**9:00 Professional Development Activity: Maggie McLaughlin,**  
*What Every Principal Should Know About Special Education (MC)*

**10:00 Quick Break**

**10:15 Focused Monitoring Draft “Indicators” document review (BG & KS)**

**11:15 Quick Business Items:**

-  Review Minutes/Action Items From June Management Team Meeting
-  Schedule **Planning** Meeting Date for Feb 1 FM Symposium
-  July Meeting Agendas:
  - July 12<sup>th</sup> Management Team Work Session: Impact of Focused Monitoring
  - July 25<sup>th</sup> Planning Session for August 3<sup>rd</sup> FM Symposium
-  FM Reports/Findings of Noncompliance – “child specific” and “systemic”
-  Review of 2011-2012 Documents: Applications, Templates
-  Other

**12:00 Lunch Break**

**12:45 Brain Changer (???)**

**1:00 Begin Planning for August FM Symposium**

**2:30 Time to wrap up . . .**

-  Review of Action Items
-  "Possible" Agenda Items for August 17<sup>th</sup> Management Team Meeting
-  Moment of Zen . . .  
"What did we learn today and what impact does this have upon our work?"
-  Report Out from the process observer
-  Anything else?

**2:45 Adjourn**

*May the sun in his course visit no land more free, more happy, more lovely,  
than this our own country!  
~Daniel Webster*



**NHDOE Program Approval and Improvement Process  
Management Team Meeting  
August 17, 2011**

**SERESC**

**Room 300**

**8:30 A.M. – 3:00 P.M.**

**AGENDA**



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**8:30 Welcome! Quick Opening Activity**

Joys, Concerns, Tall Tales...

Quick Review and Prioritization of Agenda Items; Anything else to add?

**9:00 Review and Conversion around Group Norms**

**10:00 Quick Break**

**10:15 Professional Development Activity (MC and MAB)**

- RTI
- Alignment with Focused Monitoring
- Compressing Focused Monitoring
- FM Indicators

**12:00 Lunch**

**12:45 Brain Changer (MC)**

**1:00 Updates on Revisions to All Documents (BA and CB)**

**2:00 Business Items:**

- Review Minutes/Action Items from July meeting
- Schedule date for continued work session on Mission/Vision
- Private School Consultant List

- Year End Report: Include NECAP analysis?
- Review of Suggested “Time Allotments” for Program Approval Activities
- Review Billing Practices
- Planning and Implementation of FM IEP Reviews
- Sr. Management Team Update
- Quarterly Updates
- Other

### **2:30 Time to wrap up...**

- Review of Action Items
- “Possible” Agenda Items for September 12<sup>th</sup> Management Team Meeting
- Moment of Zen...  
“What did we learn today and what impact does this have upon our work?”
- Report Out from the Process Observer
- Anything Else?

### **2:45 Adjourn**

*“If you don't like something change it; if you can't change it — change the way you think about it.”  
~ Mary Engelbreit*



**NHDOE Program Approval and Improvement Process  
Management Team Meeting  
September 12, 2011  
8:30 A.M. – 3:00 P.M.**



**AGENDA**

*The mission of Special Education Program Approval is: to improve educational results for all learners.*

**Seven Norms of Collaboration:**

Promoting a Spirit of Inquiry; Pausing; Paraphrasing; Probing; Putting Ideas on the Table; Paying Attention to Self and Others; Presuming Positive Intentions

- 8:30 Welcome! Quick Opening Activity**  
Joys, Concerns, Tall Tales...  
Quick Review and Prioritization of Agenda Items; Anything else to add?
- 9:00 Quick Review of Team Norms Self Assessment**
- 9:30 Professional Development Segment: Common Understanding of RTI (MC/MAB)**
- 10:30 Break**
- 10:45 Aligning Focused Monitoring RTI Concepts, where do they align, what should we be emphasizing in our work with the field? (MC/BA)**
- 11:45 Lunch**
- 12:15 Brain Changer (Jen)**
- 12:30 Program Approval Mission and Vision, Continued Refinement (EH, CB)**
- 2:00 Document Revisions:**
  - 🍏 Updates on Revisions to All Documents (KS/BA)
  - 🍏 FM IEP Review Process: Use of IEP Facilitators (JD/MC)
  - 🍏 Private School Case Study Training PowerPoint (MC/MAB)
  - 🍏 Private School Consultant List (CB)
- 2:30 Business Items:**
  - 🍏 Review Minutes/Action Items from July meeting
  - 🍏 Update on Alignment of FM with Restructuring/SINI/DINI
  - 🍏 FM Selection Process, 2012-13 Districts
  - 🍏 NHSEIS Information
  - 🍏 FM Quarterly Reports
  - 🍏 NHSEA Academics "Focused Monitoring and Accountability" January 5<sup>th</sup>

- 🍏 Sr. Management Team Update
- 🍏 Focused Monitoring Indicators, Pilot Districts?
- 🍏 Other

### 3:00 Time to wrap up...

- 🍏 Review of Action Items
- 🍏 “Possible” Agenda Items for October 17<sup>th</sup> Management Team Meeting
- 🍏 Moment of Zen...
  - “What did we learn today and what impact does this have upon our work?”
- 🍏 Report Out from the Process Observer
- 🍏 Anything Else?

### 3:15 Adjourn

***'Never doubt that a small group of thoughtful citizens can change the world. Indeed it is the only thing that ever has.'* ~ Margaret Mead**





**NHDOE Program Approval and Improvement Process  
Management Team Meeting  
October 17, 2011  
8:30 A.M. – 3:00 P.M.**

**AGENDA**

*The mission of Special Education Program Approval is: to improve educational results for all learners.*

**Seven Norms of Collaboration:**

Promoting a Spirit of Inquiry; Pausing; Paraphrasing; Probing; Putting Ideas on the Table; Paying Attention to Self and Others; Presuming Positive Intentions

**8:30 Welcome! Quick Opening Activity**

- 🍎 Joys, Concerns, 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

**9:00 FM Quarterly Reports and FM Indicators:**

- 🍎 Londonderry
- 🍎 Newmarket
- 🍎 Seabrook

**10:15 Break**

**10:30 FM Quarterly Reports Continued:**

- 🍎 Pelham
- 🍎 Mason
- 🍎 Nashua

**11:30 Focused Monitoring Selection Process**

**12:00 Lunch and Team Photograph**

**12:30 Brain Changer**

**12:45 Mission/Vision: Part I**

**1:15 Focused Monitoring Indicators**

**1:45 Document Revisions: Visiting IEP Facilitator Training Materials**

**2:15 Business Items:**

- 🍅 Review Minutes/Action Items from September meeting
- 🍅 FM Symposium Invitation/Planning session on October 26th
- 🍅 Sr. Management Team Update
- 🍅 Independent Evaluation of Program Approval
- 🍅 Reminder to send all Program Approval Materials (PowerPoint's, agendas, etc) to Pat and Michele
- 🍅 SERESC Leadership Team Update
- 🍅 Private School Consultant List
- 🍅 Other

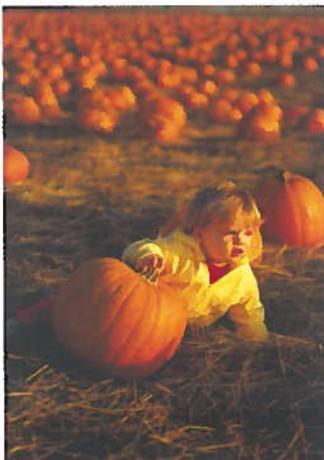
**2:45 Time to wrap up...**

- 🍅 Review of Action Items
- 🍅 "Possible" Agenda Items for November 7<sup>th</sup> Management Team Meeting
- 🍅 Moment of Zen...
- 🍅 "What did we learn today and what impact does this have upon our work?"
- 🍅 Report Out from the Process Observer
- 🍅 Anything Else?

**3:00 Adjourn**

***"Vision without action is a day dream. Action without vision is a nightmare."***

**~ Japanese Proverb**





**NHDOE Program Approval and Improvement Process  
Management Team Meeting  
November 7, 2011  
8:30 A.M. – 3:00 P.M.  
SERESC 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:**

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**8:30 Welcome! Quick Opening Activity**

- 👤 Joys, Concerns, 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

**9:00 Professional Development: FM Indicators and Related Research (MC,JD)**

**10:00 Focused Monitoring Indicators: Definitions and Progress (KS,JD, BG)**

**10:30 Break**

**10:45 Focused Monitoring Symposium – Document Review**

**11:00 NECAP Data FM Districts: Look Back at Longitudinal Data (MAB)**

**12:00 Lunch**

**12:30 Brain Changer (BG)**

**12:45 Mission/Vision: Part II and III (CB,EH)**

**1:45 Independent Evaluation of Program Approval Update (JB,MAB,MC,EH)**

**2:15 Business Items:**

-  Review Minutes/Action Items from October meeting
-  Sr. Management Team Update
-  FM Symposium new date – December 13<sup>th</sup>
-  IEP Review Process – additional 6 IEPs for Secondary Transition/Indicator 13
-  Other

**2:45 Time to wrap up...**

-  Review of Action Items
-  “Possible” Agenda Items for December 12<sup>th</sup> Management Team Meeting
-  Moment of Zen...  
“What did we learn today and what impact does this have upon our work?”
-  Report Out from the Process Observer
-  Anything Else?

**3:00 Adjourn**

*Thank you to our Veterans*



*"As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them."*

*-John Fitzgerald Kennedy*



**NHDOE Program Approval and Improvement Process  
Management Team Meeting  
December 12, 2011  
8:30 am - 12:30 pm ~ Bixby Farm**

**AGENDA**

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**Seven Norms of Collaboration:**

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**8:30 Welcome and Quick Opening Activity**

- ❖ Review and Prioritization of Agenda Items; any additions?
- ❖ Assignment of Team Member Roles:  
*Facilitator, Recorder, Process Observer, Scribe/Parking Lot, Timekeeper*
- ❖ Joys, Concerns and Tall Tales. . .
- ❖ Review of Team Norms

**9:00 Research Aligned with FM Indicators**

- ❖ Allocation of Time: (Jane, Bob, Bob)
- ❖ Academic Learning Time: (MC, MAB, Kathy)
- ❖ Pacing and Rigor: (Ed, Jen, Colleen)

**10:15 Quick Break**

**10:30 Continued Discussion: Research Aligned with Focused Monitoring Indicators**

**11:00 Quick Business Items**

- ❖ Review Minutes/Action Items from November 7th meeting
- ❖ Update from Sr. Management Team Meeting
- ❖ December 13th FM Symposium
- ❖ IEP Reviews, Students with Disabilities in Charter Schools
- ❖ January 9th Management Team Meeting, Agenda Items:
  - FM Quarterly Reports
  - NECAP Data Analysis
  - Defining FM Indicators and Article: Improving High Schools
  - February 1<sup>st</sup> FM Symposium: Date, Planning Date, Coordination of Planning Meeting, etc.
  - Revisions to FM Documents (overview of FM, MC and Jen)
  - Location of Meeting
- ❖ Other

**11:30 Time to Wrap Up . . .**

- ❖ Moment of Zen . . . What did we learn today, and what impact does this have upon our work?
- ❖ Report Out From Process Observer
- ❖ Anything else?

**11:45 Let's Have an Ornament Swap . . .**



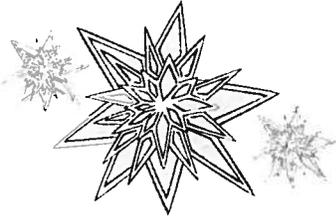


**NHDOE Program Approval and Improvement Process  
Management Team Meeting**

**January 9, 2012**

**8:30 A.M. – 3:00 P.M.**

**SERESC Room 300**



**AGENDA**

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

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**8:30 Welcome! Quick Opening Activity**

- ★ 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

**9:00 Professional Development:**

NECAP Data FM Districts: Look Back at Longitudinal Data (MAB)

**10:30 Quick Break**

**10:45 Quick Business Items:**

- ★ Review Minutes December 12<sup>th</sup> Management Team Meeting
- ★ FM Selection Process
- ★ FM Symposium Planning Meeting: January 17<sup>th</sup>, volunteer to coordinate/facilitate planning meeting
- ★ Sr. Management Team Update
- ★ FM IEP Reviews – Timelines for OSEP
- ★ FY'12 Memo #10 - Change in New Hampshire Special Education Preschool Outcome Measurement System
- ★ Non-Public Approval, Private Schools and Issuing of High School Diplomas
- ★ FM Overview document revisions (MC, JD)
- ★ Possible Agenda Items for February Management Team Meeting:
  - Professional Development Segment
  - Quarterly Updates
  - FM Selection Process
  - Brain Changer
  - Status of RFP
  - Quick Business Items
  - Review Plans/Agenda for FM Symposium
  - Anything else?

**11:30 Focused Monitoring Indicators, Continued Discussion**

- ★ Review and recap of where we left off with FM Indicator Discussion (JBB)
- ★ Defining FM Indicator Terms : *Time* (MAB, Kathy, MC),  
*Access, Participation, Progress* (CB), *Rigor and Pacing* (Jen)
- ★ Organization/Categorization of Indicators into Themes: (Bob G)
- ★ Preface/Context/Brief Introduction (Ed)
- ★ Organization of List of Resources/Bibliography (Bob)

**12:00 Lunch**

**12:45 Brain Changer**

**1:00 Continued Discussion of FM Indicators**

**2:00 Looking Ahead . . .**

Growing the Program Approval Management Team; Sustaining the Work

**2:30 Time to wrap up...**

- ★ Review of Action Items
- ★ "Verify" Agenda Items for February 6<sup>th</sup> Management Team Meeting
- ★ Moment of Zen...  
What did we learn today and what impact does this have upon our work?
- ★ Report Out from the Process Observer
- ★ Anything Else?

**3:00 Adjourn**



*Let it snow, let it snow, let it snow. . .*





**NHDOE Program Approval and Improvement Process  
Management Team Meeting  
February 6, 2012  
8:30 A.M. – 3:00 P.M.  
SERESC Room 300**

**AGENDA**

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Paying Attention to Self and Others; Presuming Positive Intentions

**8:30 Welcome/Introductions and Professional Development Segment:  
“Non Public School Approval”**

**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

**10:00 Quick Business Items:**

- ♥ Review Minutes January 9<sup>th</sup> Management Team Meeting
- ♥ Sr. Management Team Update
- ♥ Indicator 13 Compliance Reviews
- ♥ FM Overview document revisions (MC, JD)
- ♥ PSU Course Registrations
- ♥ Reminder: Corrective Action Mid Year Documentation
- ♥ Case Study Compliance Review, Review of Application Materials
- ♥ Possible Agenda Items for March Management Team Meeting:
  - Professional Development Segment
  - Brain Changer
  - Quick Business Items
  - Overview of SIG Indicators
  - Anything else?

**10:30 Break Time**

**10:45 FM Quarterly Reports**

- ♥ Londonderry
- ♥ Mason
- ♥ Newmarket
- ♥ Pelham
- ♥ Seabrook
- ♥ Nashua

**12:15 Lunch**

**1:00 Brain Changer**

**1:15 Focused Monitoring Indicators, Continued Discussion**

♥ Review and recap of where we left off with FM Indicator Discussion

**2:30 Time to wrap up...**

♥ Review of Action Items

♥ "Verify" Agenda Items for March 12<sup>th</sup> Management Team Meeting

✓ Professional Development Segment

✓ Quick Updates/Sharing for Work for Each Site

✓ Brain Changer

✓ Overview of SIG Indicators

✓ Business Items

✓ Other....

♥ Moment of Zen...

♥ What did we learn today and what impact does this have upon our work?

♥ Report Out from the Process Observer

♥ Anything Else?

**3:00 Adjourn**





**NHDOE Program Approval and Improvement Process  
Management Team Meeting  
March 12, 2012  
8:30 A.M. – 3:00 P.M.  
SERESC Room 300**

**AGENDA**

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Paying Attention to Self and Others; Presuming Positive Intentions

**8:30 Welcome/Introductions and Professional Development Segment:  
Gaye Fedorchak: NH ALPs Assessments**

**10:00 Break time**



**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, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
- ✿ Review of Team Norms, and Selection of Norm to Observe during our meeting

**10:30 Quick Business Items:**

- ✿ Review Minutes February 6<sup>th</sup> Management Team Meeting
- ✿ Sr. Management Team Update
- ✿ Preschool/Early Childhood
- ✿ Performance Tracker for Private Schools
- ✿ Reminder: FM Orientation – May 24<sup>th</sup>
- ✿ FM Overview document revisions (MC, JD)
- ✿ Possible Agenda Items for April Management Team Meeting:
  - Professional Development Segment
  - SIG Indicators
  - Preschool
  - Brain Changer
  - Quick Business Items
  - Anything else?

**11:00 Case Study Compliance Review Orientation**

- ✿ April 13, 2012 9:00-12:00
- ✿ Plans for the Session/Review of Materials
- ✿ Schools Up for Review and TA Assignments
- ✿ Next Steps

**12:00 Update: Private Schools/Non-Public Approval, High School Requirements**

**12:30 Lunch**



**1:00 Brain Changer**

**1:15 FM Selection Process**

- ✿ Updates on Process
- ✿ Selection of Sights
- ✿ Plans to Work on FM Information Session on May 24th
- ✿ Next Steps

**2:30 Time to wrap up...**

- ✿ Review of Action Items
- ✿ “Verify” Agenda Items for April 16<sup>th</sup> Management Team Meeting
  - ✓ Professional Development Segment
  - ✓ Quick Updates/Sharing for Work for Each Site
  - ✓ Brain Changer
  - ✓ SIG Indicators
  - ✓ Preschool/Early Childhood Topics
  - ✓ Business Items
  - ✓ Other....
- ✿ Moment of Zen...
- ✿ What did we learn today and what impact does this have upon our work?
- ✿ Report Out from the Process Observer
- ✿ Anything Else?

**3:00 Adjourn**

*“Everything that can be counted isn't always worth counting and everything worth counting isn't always countable.”*

*-Albert Einstein*





**NHDOE Program Approval and Improvement Process  
Management Team Meeting  
April 16, 2012  
8:30 A.M. – 2:30 P.M.  
SERESC Room 330**

**AGENDA**

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**Seven Norms of Collaboration:**

Promoting a Spirit of Inquiry; Pausing; Paraphrasing; Probing; Putting Ideas on the Table;  
Paying Attention to Self and Others; Presuming Positive Intentions

- 8:30 Welcome/Introductions and Professional Development Segment: (CB & KS)**  
The Incorporation and Formalization of ALPs Results in IEP Reviews
- 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  
Review of revisions to Norms **(BA)**
- 10:00 Quick Business Items:**
-  Review Minutes March 12<sup>th</sup> Management Team Meeting
  -  Sr. Management Team Update
  -  Preschool/Early Childhood Updates
  -  Quick De-Brief of Case Study Orientation
  -  Reminder: FM Orientation Planning Session May 14<sup>th</sup>, Volunteer to Lead Planning Meeting?
  -  Retreat: June 6-8, Important Topics To Cover
  -  PSU Symposium – May 24<sup>th</sup>
  -  Special Ed Administration Association Meeting – May presentation
  -  Possible Resource Text: *Getting it Done*
  -  Any Other Business Items?
- 11:00 Continued Conversation: Private Schools/Non-Public Approval, High School Requirements (EH & MAB)**
- 12:00 Lunch**



**1:00 Brain Changer (CB)**

**1:15 Focused Monitoring Discussion:** Status of FM Reports and Action Plans, 2011-12 Districts, Review Suggested Report "Template", and Status of funding FM Follow Up Monies **(JBB)**

**2:00 Time to wrap up...**

- ☂ Review of Action Items
- ☂ "Verify" Agenda Items for May 7th Management Team Meeting
  - ✓ Professional Development Segment
  - ✓ Quick Business Items
  - ✓ SIG Indicators
  - ✓ Brain Changer
  - ✓ Initial Planning for Focused Monitoring Orientation, with homework assignments for May 14<sup>th</sup> work session
  - ✓ Quick Updates/Sharing for Work for Each Site
  - ✓ Other?
- ☂ Moment of Zen . . . and what impact does this have upon our work?
- ☂ Report Out from the Process Observer
- ☂ Anything Else?

**2:30 Adjourn for Ice Cream Social**



*"Teams bring together complimentary skills and experience that exceed those of any individual on the team. Teams are more effective in problem solving. Teams provide a social dimension that enhances work. Teams motivate and foster peer pressure and internal accountability. Teams have more fun"*  
~Katzenbch & Smith



**NHDOE Program Approval and Improvement Process  
Management Team Meeting  
May 14, 2012  
8:30 A.M. – 3:00 P.M.  
SERESC 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 Welcome/Introductions and Professional Development Segment: (JBB)**  
*Getting it Done, Chapters 1-4*

**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 April 16<sup>th</sup> Management Team Meeting
-  Sr. Management Team Update
-  SERESC Transition Plan; Team input
-  Preschool/Early Childhood Updates
-  Focused Monitoring Orientation May 24<sup>th</sup> , Quick Review of Documents
-  Retreat: June 5-8
-  2012 Summer Institutes
-  IEP Template
-  Any Other Business Items?

**11:00 New Team Member Interview**

**12:00 Lunch**

**12:30 Brain Changer (JD)**

**12:45 Review Components of Retreat Agenda**

**1:15 Focused Monitoring Districts: Technical Assistant Assignments**  
Hillsboro-Deering, Hudson, Manchester, Milford, Pittsfield, Winchester

**2:30 Time to wrap up...**

- 🌸 Review of Action Items
- 🌸 "Verify" Agenda Items for June 18th Management Team Meeting
  - ✓ Professional Development Segment
  - ✓ Quick Business Items
  - ✓ Brain Changer
  - ✓ Review Action Items From Retreat and Next Steps
  - ✓ Final Quarterly Report Updates
  - ✓ Other?
- 🌸 Moment of Zen . . . and what impact does this have upon our work?
- 🌸 Report Out from the Process Observer
- 🌸 Anything Else?

**3:00 Adjourn**

*"Be like a flower and turn your face to the sun." - Kahlil Gibran*





**NHDOE Program Approval and Improvement Process  
Management Team Meeting  
June 18, 2012  
8:30 A.M. – 3:00 P.M.  
SERESC Room 330**

**AGENDA**

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**Seven Norms of Collaboration:**

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Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

**8:30 Welcome/Introductions and Professional Development Segment:**  
*Getting it Done* – book discussion on final chapters (MC)

**9:30 Quick Stretch Break**

**9:40 Business Meeting Begins**

-  Welcome to new team members!
-  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 May 14<sup>th</sup> Management Team Meeting and Retreat Meeting Minutes
-  Sr. Management Team Update
-  Preschool/Early Childhood Updates
-  Focused Monitoring Orientation Recap
-  August Academy Presentation
-  2012 Summer Institutes
-  Review Retreat Action Items and Future Meeting/Event Dates /Next Steps
  - ✓ Meeting scheduling issues
    - August meeting is Monday the 13<sup>th</sup> not the 15<sup>th</sup>
    - Schedule quarterly meetings to review data
    - 2013 Case Study Orientation conflicts with the Law Conference (should we change the date, if so, do we need to change the planning meeting date)
-  Document review/revisions: Case Study Materials including Self-Study, Non-public application and Case Study Template, Focused Monitoring Manual, IEP Review Documents, other?
-  Review of end of the year FM Survey
-  Any Other Business Items?

**11:00 FM Final Report Updates**

-  Pelham
-  Nashua
-  Seabrook?

**12:00 Lunch**

**12:45 Brain Changer (JD)**

**12:45 Program Approval RFP, Evaluation Section Review, Discussion, Next Steps**

**1:30 Program Approval Mission/Vision/Core Values, Review and Discussion (MC)**

**2:30 Time to wrap up...**

-  Review of Action Items
-  Determine Agenda Items for July Management Team Meeting
  - ✓ Professional Development Segment
  - ✓ Quick Business Items
  - ✓ Brain Changer
  - ✓ Other possibilities:
    - Continued work on High School Requirements/Private Special Education Schools
    - Focused Monitoring Indicators
    - Independent Evaluator Report
    - Coaching/Goal Setting/Supervision/Evaluation
    - Finish Quarterly Reporting
    - Assessment of group norms
-  Other?
-  Moment of Zen . . . What have we learned today and... what impact does this have upon our work?
-  Report Out from the Process Observer
-  Anything Else?

**3:00 Adjourn**

