1. **Members Present:** Alicia Averette, Jackie Wisman, Leslie Taylor, Beverly Winsch, Judi Vanderhaar, Theresa Whitlow, Vanessa Posey, Tim Campbell, Naomi Brahim, Joe Bargione

   Yellow indicates Action Steps Green is Time Sensitive Action Step

2. **New Developments and Questions:**

   a. **New data referral Tool**

      i. Tool was demonstrated to the group. It was recommended that time of day be added and a link to student profiles would help them with students on the top student list. We were reminded that the data only reflect what schools are entering and it needs to be presented as a tool to use that will help because some school folks will look at this as a "big brother" tool. The larger issue of defining the biggest category (disruptive behavior) was also discussed for the upcoming code of conduct work – and KDE needs to be involved as the resolution codes come from the state. Access to dashboard for key role groups to be decided and added (especially SRT coaches, counselors, etc.)

   b. **Monthly email to schools/role groups this year (reflection questions)**

      i. There was discussion about who should send the monthly email with link to the data and reflection questions...who should it come from to the schools? Academic supports sent last year but because two chiefs are both over discipline/suspension issues perhaps it should not come from only one department? No conclusive decision was made about that yet...but there is agreement the role groups should continue to receive the monthly emails this year with reflection questions. ▮▮▮▮▮ about who will send monthly link needs to be made.

   c. **Daily 10+ Day suspension email alert?**

      i. There was discussion about continuing to send 10 day suspension notices via email to principals as a warning that their students hit 10 days of suspension. Assist sups want warning at 5 days of suspension for ECE...and Kyle will send 8 day warnings to principals, AP's assist sups, SRT coaches, Mental health counselors.

3. **Moving to One System Update/Issues:** (Vanessa/Judi)

   ▮ Confusion and Clarification: We reviewed the transition from BIL referrals in Cascade to only using IC for referrals and it was noted that there is a great deal of confusion in the schools about what gets entered where and when. The committee agreed that clear decisive communication one pager needs to go out to schools ASAP to eliminate the confusion and support the transition to one system. A key piece of that information is schools need to know that the BIL system to document referrals will be turned off at the end of the school year – and it is up to them to take advantage of the training materials and tools to train their staff this year in preparation for next year. Academic support has been shouldering this responsibility but it is not feasible given the other demands and this is a data system issue...Vickie Stearman in Computer Ed Support is the technical and training contact. Vanessa

suggests training needs to occur in September so that schools can make decision whether or not to use BILS this year. It was also suggested to create a one page document for schools about what dashboard to use and for what purpose since there are so many now and folks are confused.

    ii. The use of the BIL system for documenting behavior of students in the ECE referral process was discussed. A meeting needs to take place with ECE leadership perhaps including Dena, Terry Ray, Alicia and Joe B to decide about that piece...Joe B suggested that it may not be necessary since the RTI component for interventions in IC serves that purpose. However it was agreed that if the BIL system was going to be used for ECE purposes it MUST be re-labeled and its location moved so that schools don't continue to use it.

4. Seclusion/Restraint Data Systems Issue (Theresa/Kyle)

    a. Schools were told to enter seclusion/restraints in the MIS system that was developed internally 3 years ago...yet KDE requires it to be entered into IC. This year there was a discrepancy of incidents in the thousands and this is a legal issue...it may look like we are hiding these numbers as well. MIS, Kyle and Theresa have been working to see if the data can be transferred from MIS system to IC. The committee proposed that all seclusion/restraints documented in IC

        i. Following the meeting, it was decided that Theresa will meet with KDE to discuss a way we can keep both systems, protect kids and teachers, eliminate the need to document in two places, and comply with the law. People are documenting primarily in MIS system and many are teachers. Bev pointed out that having teachers or security or other staff engaged in a restraint without the administrators knowing is problematic. – where admins are not aware there was an incident that took Theresa will communicate with KDE about the options and a decision and clear communication needs to be sent to schools ASAP by someone in charge once a decision is made – as Jackie noted we are well into the school year to have something this important hanging...

5. Other Updates:

    a. Mental Health (Beverly Winsch)

        i. Alcohol and drug counselors are staying very busy. Theresa thinks we might want to look at in terms of expanding.

    b. SRT/Transition (Leslie Taylor)

        i. Feedback survey was tweaked for this year

    c. Comprehensive Survey Plans (Judi)

        i. Need to encourage schools to use this data and the department is considering better ways to get this data back to schools

    d. Code of Conduct/Data Issues to Consider

        i. Jackie said it may be outsourced this year and we discussed the need to break out codes into more clear categories (disruptive behavior, failure to obey staff).

Next meeting dates		
December 1st	3:00	VanHoose 3C
March 22nd	3:00	VanHoose 3C

a. What other data do schools need?
b. Mapping out additional data released (Spring 2014)
    i. School Climate data (Comprehensive Survey/walkthroughs)
    ii. Safe Drug Free survey (expectations, fairness)
    iii. Walkthrough summary of findings (PBIS, PAC, CRT, Climate)