

CSBF Oversight Committee Meeting

November 3, 2008 –Meeting Minutes

Committee members in attendance for the meeting: Steve Morris, Dr. Kristine Still, Peter Anagnostos, Dr. Lisa Lenhart, Koyen Shah, Natalie Heffernan, Eric Gordon, Steve Minter and Dr. Jay McLoughlin

Discussion of CSBF Goals and Phase II of program:

Mr. Morris began the meeting with thoughts regarding the role of the Oversight Committee which included the following statements and questions from him:

- The goal of the oversight committee is to make the CSBF program succeed.
- It is CSU's responsibility to see that CSBF produces the results that is supposed to.
- The desired results are: to support public school children Pre-K-3 to become better readers, go on to become good citizens in the community with better jobs, and to acquire the skills necessary to be able to think "out of the box."
- Since the program has been at CSU, Kristine Still, in cooperation with Linda Macklin has selected, purchased and place thousands of books in CMSD classrooms.
- Books are now in every school- theoretically approaching 150 books per classroom.
- Now we are entering "Phase II". There are questions to be addressed which include the following: Is 150 the right number of books? Should 4th grade be included? Should we purchase different books? No Child Left Behind has acquired 4.9 million to increase child reading up to grade 3...is it possible to get some of that money spent in coordination with CSBF?
- Educators need to use endowment money to make a difference and this idea should be applicable to other major cities. Has the CSBF program made an impact on students? How can we track students in the program and see if and how it has affected them?
- Mr. Morris believes that CSU should execute a tracking system for student performance.
- Steve Minter followed the comments made by Steve Morris by leading the group in a brief discussion of the following points:
 - Steve Minter stated that CMSD and the State of Ohio have a responsibility for measuring improvements and advancements for their students in reading.
 - In order for this to be significant it needs to be integrated into an overall approach as it relates to literacy.

- One of the challenges with this type of measurement is to be able to figure out in conjunction with the school district how to do this and how to measure it.
- The principle goal at this stage is to imbed CSBF into the district. What does this mean?
- We would embed/ build CSBF programs within CMSD...this is how we would be able to judge whether we have been successful in imbedding CSBF into the district.
- How do we measure this? The question of how much have students progressed?– must be answered by the district.
- If the district improves or doesn't – the issue for the book fund is what CSBF can do to advance PD (Professional Development) in literacy?
- Another question might be...have the books been preserved?
- By assessing these types of questions, the district would be able to determine if the efforts of CSBF are successful.
- The Oversight Committee's goal is to find the best way to take \$200,000 (each year) and make a difference in the effort to provide CMSD with a level playing field to that of other school systems.

Discussion of CSBF website

There is concern about developing an extensive website because electronic learning communities within the district are not seeing a lot of classrooms go “on line.” The district is trying to guide faculty members to be very selective about where they go as far as using the Internet for instructional purposes. The district is more in support of putting CSBF information inside their already existing Information Management System which is operated by the school district. The district is not in support of directing teachers to visit several different websites. A question was brought up about how the website would add value? Kristine commented that she originally envisioned a website that would provide three tab or special areas for stakeholders to visit which would include a teacher tab, student tab, and parents/community tab where appropriate information would be available for the appropriate audience. Kristine also commented that Dr. Abate (her colleague in the Department of Teacher Education) recommended hiring international students skilled in computer design to work on our website. Designing a website “in house” at CSU would be a cost savings for our program. A comment was also made regarding “On-line” exchanges and how those can work if there is engagement between teachers and the CSBF consultants they would be working with. It was suggested that we should move in the direction of not having an independent website for CSBF but rather a module that could be incorporated into the district's Information Management System. Dr. McLoughlin suggested adding a CSBF link to the COEHS (College of Education and Human Services) website. The focus of the development of our web components might include; Providing general information about the CSBF program as a way of introducing the current and future CSBF activities.

Professional Development

Kristine presented an overview of the Professional Development (PD) activities that occurred during the 2007-2008 academic year. Last year, the consultants offered monthly PD sessions which focused on a variety of topics. The sessions were offered from November through May. Each month we were able to accommodate approximately 150 teachers. In addition, from January through May, consultants also worked in individual classrooms with approximately 60 teachers.

Kristine met with consultants on October 30th 2008 to establish our Professional Development plan for this year. Consultants will be visiting schools again from January through May as they are invited by teachers. We will again offer monthly PD Sessions and teachers will be encouraged to sign up for the on-sight demonstration lessons and consultation visits.

Professional Development sessions were held on November 12th and November 19th at Garret Morgan. Kristine and the consultants are keeping a mindful eye on the PD offerings in an attempt to have a significant positive impact for teachers and students. We are ensuring that CMSD now has a guaranteed curriculum so that these aren't just activities that teachers are doing but are also clearly aligned to learning standards around literacy. As our consultants design PD we are focusing on giving clear attention to explaining that the books are extremely important for pleasure reading and getting children excited about reading and most of the titles have a broad instructional focus. Consultants are examining the book lists and trying to align particular titles with content standards and different disciplines. Mr. Gordon also commented that the books need to be used in connection with lessons and curriculum. He noted further that the District has the Information Management System and as we go through PD and design authentic lessons to help teachers know what to do with these books in meaningful ways we can also share that electronically with all teachers through the Information Management System.

Book tracking and labeling:

Dr. Still reported that books were distributed to 13 new schools in September 2008. This year's books were stamped inside and are labeled on the top right hand corner as well as on the spine of each book.

All of the books that were distributed prior to September 2008 do not have exterior labels.

The Cleveland School of the Arts is currently working on a logo design for CSBF. Once a sample is presented and approved, we will be in a position to acquire exterior labels bearing our logo. There is no budget for purchasing labels to place on the existing books, so creative measures will need to be taken to secure these.

Next meeting is tentatively scheduled for end of January 2009 or beginning of February....potential meeting dates will be presented to committee members in the early part of January 2008.