

Office of the Deputy Mayor for Education  
John A. Wilson Building | 1350 Pennsylvania Ave, NW, Suite 307 | Washington, DC 20004

**OUR SCHOOLS LEADERSHIP COMMITTEE  
ORGANIZATIONAL MEETING**

Tenleytown-Friendship Library  
4450 Wisconsin Ave NW, Washington, DC 20016  
Monday, July 30, 2018 2:30pm – 5:00pm

**MEETING NOTES**

- I. Welcome
  - a. Meeting was called to order at 2:40am
  - b. Attendance

| Name                     | Role               | Name             | Role   |
|--------------------------|--------------------|------------------|--|
| Sylvia Burwell           | Committee Co-chair | Anita Berger     | Committee member   |
| Dr. Charlene Drew Jarvis | Committee Co-chair | Antwayne Ford    | Committee member   |
| Jeanie Lee               | Committee member   | Chris Bergfalk   | DCPS Teacher, WTU  |
| Danielle Hamberger       | Committee member   | Dr. Terence Ngwa | DCPS Teacher, WTU  |
| Nicky Goren              | Committee member   | Mark Simon       | Public audience  |
| Sean Gough               | Committee member   | Steven Walker    | Director, Mayor’s Office of Talent and Appointments              |
| Elizabeth Davis          | Committee member   | Ahnna Smith      | Interim Deputy Mayor for Education                               |
| Sean Gough               | Committee member   | Keisha Mims      | Interim Chief of Staff, Office of the Deputy Mayor for Education |

- II. Public Comments
  - a. No public comment
  - b. Members of the OSL Committee offered comments:
    - i. Co-Chair Jarvis began with questions regarding how the current DCPS strategic plan is used, and when updates will be provided. DM Smith responded that in previous years, DCPS has released an end of year update regarding progress; the milestones in the strategic plan (available on DCPS’s website) are for the entire 5-year period.
    - ii. Co-Chair Jarvis emphasized her belief that the new Chancellor should be data-focused and focused on closing the achievement gaps.

**Office of the Deputy Mayor for Education**

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- iii. Committee member Davis mentioned the letter written by C4DC, an education coalition of several organizations and individuals from across the District, to the Mayor, that outlines the traits they believe are important in the next Chancellor. DM Smith stated that letters shared with the Mayor or the Committee will be shared with the entire Committee and posted publicly on the Our Schools website. This letter, along with one from Councilmember Grosso to the Mayor, was sent by email to the Committee members following the meeting. An additional letter from Councilmember Todd to the Mayor has also since been posted on the Our Schools website.
- iv. The members then discussed the desire for a Chancellor who is data-driven and also action-oriented; notes from the conversation are below.

**Chancellor Considerations/Qualities**

- Individual who is data-driven; can look at and understand the intersection of various data (education and non-education)
- Someone who is focused on closing academic achievement gaps is paramount
- Understands the DC context and seeks data to further understand and to drive action
- Individual with a high level of ethics and integrity
- Someone who can build partnerships across District agencies (connecting education with other issue areas that affect students, families, and communities)
- Chancellor who measures success beyond test scores

**III. Old Business**

- a. Review and approval of July 9, 2018 OSLC Meeting Notes
  - i. Co-chair Burwell suggested we include attendance of Committee members and others. Co-chair Jarvis asked that we be sure to include her introductory comments.
  - ii. Meeting notes as amended per the two points above were unanimously approved.
- b. Swearing-In of Our Schools Leadership Committee members: Anita Berger, Elizabeth Davis, Jeanie Lee

**IV. Update of Our Schools Leadership Committee deliverables**

- a. DM Smith facilitated the conversation regarding the types of community engagement the Committee recommended during the last meeting, and articulated that the goal of the meeting was to finalize the plans for engagement.
  - i. When asked about the primary ways of receiving input from the community (online survey, community forums, Facebook live, focus groups, review of letters

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or other feedback submitted to the Committee or Mayor), DM Smith asked if any additional opportunities should be added. Co-chair Burwell suggested that given the timeline and amount of time involved from Committee and EOM staff, that should we add additional engagement, we should consider what we would remove or replace from the already proposed list of engagement opportunities.

- ii. Members asked if a searched firm was engaged. If so, the firm is another source of information. Director Walker stated a search firm is being selected and will be announced once it is finalized.
- b. Community Survey
  - i. DM Smith provided the committee with an initial survey that had also been shared electronically prior to the meeting and asked the group to provide input.
  - ii. Feedback was provided, and the Committee articulated a desire to focus on building upon what DCPS is already focused on (i.e., Strategic Plan), and referencing information that was gathered from the last Chancellor search.
  - iii. In particular, the survey should also include a question that allows respondents to articulate what is new/different/changed from when the last Chancellor was selected.
- c. Community Engagement Forums
  - i. OSL member roles and responsibilities
    1. Co-chair Burwell reminded the group that at least two Committee members must be present at each Community Engagement forum.
    2. DME will send a survey out that allows members to sign up for each forum and send out assignments before each forum or focus group.
  - ii. Structure and questions
    1. Committee members agreed that the forum discussion should be aligned with the framing of the survey, identifying what is important for DCPS to focus on in the coming years, and what the qualities the Mayor should look for in a Chancellor to tackle those priorities.
  - iii. Facilitation
    1. Co-chair Burwell suggested that staff assisting with the forums be well-trained to moderate.
    2. Danielle agreed that trained moderators be at each table to help facilitate the conversation.
- d. DCPS parent, teacher, and student cabinet meetings
  - i. Elizabeth pointed out that WTU representation on the Committee exists, but not of CSO, the union that represents DCPS principals. It was suggested that principals be an additional focus group engaged with by the Committee.
  - ii. Chris and Anita articulated potential challenges and limitations of using the previous year's Chancellor cabinets (to serve as representative bodies that could be engaged to talk more deeply about their perspective).

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1. The overall priorities of the group were to ensure representation of voice/geography/perspective (as opposed to those self-selecting into the Chancellor’s cabinets).
  2. It was suggested that focus groups be held during times when large numbers of teachers and/or principals would be gathered. Subsequently, the Committee has confirmed focus groups to be held with teachers and principals during their respective professional development days in August and then September.
  3. A student focus group will be held; DME staff will work with DCPS to identify and invite at least 2 students from each DCPS high school.
  - iii. The group developed a chart to identify the voices/groups that they hope will be most engaged through this process, and how we think those groups are most likely to participate (i.e., Chris identified a new group—DCPS partners/providers); see Appendix A.
  - iv. There was consensus among the Committee that parents are likely to turn out to the Community Forums in greater numbers than principals, teachers, or students, and so those should be the three groups engaged more deeply via focus group conversations.
- e. Social media engagement
- i. Virtual town hall or Q&A – this was confirmed as a strategy; the OSLC Co-chairs will facilitate the conversation. The date is to be confirmed.
- V. Executive Session - Pursuant to D.C. Official Code 2-575 § (b)(12), the Our Schools Leadership Committee will enter a closed session for the purpose of training members.
- a. No Executive Session was held
- VI. Adjournment
- a. Meeting adjourned at 4:50pm.

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**Appendix A**  
**Community Engagement Discussion Notes**

**Chancellor Search Online Survey**

- Target audiences
  - Include identification boxes for DCPS graduate, DCPS partners (OST and otherwise)
  - Prioritize targeting students, teachers, and CSO (principal organization)
  - Ensure respondents can pick more than one check box
- Move DCPS strategic plan context to beginning of survey to ensure respondents have context and move questions about DCPS goals, too.
  - Make it easier for respondents to see connection between strategic plan priorities and Chancellor Report findings
- Logistics
  - Manage or track to prevent multiple submissions
  - Leverage DCPL and DPR (and other District agencies) so respondents can take survey on other publicly available computers
  - Push out heavily through Twitter

**Community Forums**

- Set out clear expectations
- Mayor's office staff will moderate at tables
  - Ensure they are well-scripted and trained
- Make sure questions/discussion mirror the framing we've laid out for the online survey
  - More narrow/focused questions than last time; focus is not on starting over with overly broad questions

**Focus Groups**

- Discussion centered around identifying how many and which groups to prioritize
- Suggestion for conducting focus group with OST/DCPS educational partners
- It was flagged that CSO (principal organization) should be a targeted group for outreach or engagement.
- Teacher conversation = focus on questions regarding teacher retention
- Student conversation = ask students, "Do you feel loved/challenged?"
- How best do we target representative groups with geographic diversity?
- We landed on 3 focus groups:
  - Students
  - Teachers
  - Principals

**Engagement Notes/Questions**

- Focus on outcomes
- Targeted outreach
  - CSO
  - OST

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- School-day vendors
- Can we leverage citywide teacher PD days or pre-service week?
- Suggestion about leveraging an executive search firm: make sure has background and proven ability to successfully conduct search in education
- Recommend further distillation of DCPS’s goals (include in recommendation to Mayor)
- Question: when do we need face-to-face engagement to enhance what we gather/learn?
  - When is survey best and when is group discussion best?
- We want to ensure we hear from a variety of voices/perspectives = goal is that input is REPRESENTATIVE
- Develop questions to share with the higher education consortium
- We will want to be sure to send out a lot of reminders regarding opportunities for engagement
- We are committed to having at least 2 committee members at each engagement event
- How will we engage charter stakeholders?
  - Suggestion: solicit letter from PCSB and/or FOCUS
- How best do we engage the DCPS management team (will this be conversation/outreach by the search firm?)
- Resources to ensure the committee reviews:
  - Letter from C4DC to Mayor Bowser
  - DCPS Strategic Plan (previously shared)
  - Letters/feedback from Councilmembers (several are or will soon host engagement meetings about the search)
  - Executive search firm input

**Target Outreach Groups**

We discussed which formats of outreach and engagement would be most likely to gather meaningful input from various constituencies.

| Constituency            | Forums   | Online Survey | Focus Group | Other  |
|-------------------------|----------|---------------|-------------|--|
| Students                | <b>X</b> | <b>X</b>      | <b>X</b>    |  |
| Teachers                | <b>X</b> | <b>X</b>      | <b>X</b>    |  |
| Principals              |          | <b>X</b>      | <b>X</b>    |  |
| DCPS Providers/Partners | <b>X</b> | <b>X</b>      |             | Targeted emails from DCPS staff with relationships with the groups |
| Community members       | <b>X</b> | <b>X</b>      |             |  |
| College Administrators  | <b>X</b> | <b>X</b>      |             | Questions/survey to be sent out by Consortium                      |
| Workforce (businesses)  |          | <b>X</b>      |             | Individual outreach from committee members                         |

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