



**ODE Liaison**  
Beth Hargreaves, Ed.D  
**Director**

Richard Kajuth  
**Special Education**  
Jeff Lawson  
**Early Childhood**  
Diana Lyon  
**Literacy Consultant**  
Ann Marie Hiznay  
Mary Anne Tyger  
**PRAXIS Coordinator**  
Tom O'Brien / Susan Pullman

**SST Regional Service Providers**

Mary Carter, Youngstown City, LPDC, HR  
Nick Carpas, Ch. 25 WVIZ Area Representative  
Richard Denamen, MCEC Superintendent  
Marty Dragelevich, ACECSC Curriculum Director  
Tom Garbarz, Executive Director, NEOMIN  
John B. LaPlante, Executive Director, ACCESS  
Maria Mastromatteo, Educational Services, PBS 45/49  
Jean Pascale, MSP Grant, Youngstown State University  
Melissa Watson, Curriculum Director, Trumbull Co. ESC  
Barbara Williams, Curriculum Director, Mahoning Co. ESC  
Judy Herron, Curriculum Director, Columbian Co. ESC

**SST Consultants**

Melanie Carfalo  
Karen Dennison  
Kathleen DeSerio  
Michele DiMuzio  
Anthony; DiRenzo  
Jim Earnhart  
Tim Filipovich  
Karen Kanotz  
Jane Sadinski, Ed.D

September 3<sup>rd</sup>, 2008

To the Superintendent, Administrators, Teachers, and Parents of Warren City Schools:

**INVITATION:** Your district has recently been designated as a Tier 1 district by the Ohio Department of Education to collaborate with your Regional State Support Team 5 in the Ohio School Improvement Process during this school year. The Ohio School Improvement Process (OIP) is an integrated, data driven approach designed to create a unified and focused improvement plan to be entered into your district's CCIP by July 1, 2009.

**PURPOSE:** The Ohio Department of Education, in conformity with Senate House Bill 115, is creating a unified and coordinated regional educational service delivery program with an emphasis on assisting districts in improving student performance. While all districts in the near future will be required to utilize the OIP through their district CCIP, the Department of Education is making a concerted effort this year through the State Support Teams to engage Tier 1 districts in the process. Based on current research, the process is designed to help you create a more intensely focused "district-level" improvement plan on a limited number of goals, strategies, and action steps created to help the district move forward on its most important identified areas of need that are likely to improve student achievement.

**ROLE OF THE SST CONSULTANTS:** Your assigned consultants will work together with you facilitators to assist you through the first two of the four stages of the OIP this year:

- Stage 1: Identify critical needs with data-based tools and processes
- Stage 2: Develop a limited, focused plan for the 09-10 CCIP to be adopted as the ONE PLAN for the district's major improvement efforts.

The latter two stages of the OIP, Implementing the OIP (Stage 3) and Monitoring the OIP (Stage 4) will be the actual implementation work that will involve assigning resource dollars, personnel, and time to unfold the plan for the 2009-10 school year.

**State Support Team – Region 5**

5555 Youngstown-Warren Road, Unit 696, Niles, OH 44446  
Tel: 800-776-8298 Fax: 330-544-1000

Technical Assistance in:

School Improvement / Special Education / State Literacy Initiatives / Early Learning and School Readiness / Praxis III

**ROLE OF THE DISTRICT:** Based on the research and collaborative efforts of the Ohio Leadership Advisory Council, a number of key expectations are viewed as being required for the complete success of any unified district planning process:

- The creation of a collaborative district level decision making team including a diverse group of stakeholders whose decisions will reverberate district-wide as the plan engages district personnel and eventually moves out to the building level;
- The establishment of a permanent culture and expectation for the use of current and relevant data at all levels of improvement planning;
- The development of a unified, focused plan with limited targets for improvement to move the district forward on its most important data-based goals;
- School Board understanding and support of the selected district goals and continuing district level alignment with those targeted goals;
- The monitoring of implemented action plans and accountability for their actualization, and;
- The assignment of required personnel and resources to support improved achievement through aligned actions in curriculum, instruction, assessment, school climate, and leadership oversight.

**ROLE OF THE SUPERINTENDENT:** Critical to this whole process is the important role to be played by the district superintendent. The superintendent will be looked to for guidance and support in establishing:

- a diverse, district level team with expectations for their involvement;
- levels of authority for them to make decisions;
- channels of communication to “all” district stakeholders so they know the purpose and level of commitment to the focused, ONE PLAN idea;
- the importance of getting the district plan “right” as it will affect the building level CCIPs and the focus of their efforts at building level.

**RESOURCES AVAILABLE TO YOU FOR THIS WORK:** Since time and the skill of facilitation through the process are the most important factors for the completion of the OIP work this year, the SST will provide the district with two trained consultants this year to collaborate on this work with the district level team and its designated work groups. In addition, the Region will pay for any substitute costs required for teachers to participate in the district level planning team sessions or for substitute time that may be required for them to investigate research-based action strategies and planned action steps to help better ensure the success of the implemented plan.

**YOUR ASSIGNED CONSULTANTS:** The two consultants assigned to your district this year from Region 5’s State Support Team are:

- |                               |                         |              |
|-------------------------------|-------------------------|--------------|
| • <b>Jane Sadinski, Ed.D.</b> | ferc_jms@access-k12.org | 800-776-8298 |
| • <b>Melanie Carfolo</b>      | mcoe_mmc@access-k12.org | 800-776-8298 |
| • <b>Diana Lyon</b>           | mcoe_dll@access-k12.org | 800-776-8298 |

**State Support Team – Region 5**  
5555 Youngstown-Warren Road, Unit 696, Niles, OH 44446  
Tel: 800-776-8298 Fax: 330-544-1000

2

**CONTINUED QUESTIONS?:** We understand that the nature of the work the State Support Team is doing with districts in the Region this year has been vastly redesigned through the establishment of the Ohio Improvement Process (OIP) and that you may have questions about it. Your assigned consultants have spent many hours in training gearing up for the work this year and they will be more than happy to spend as much time with you and your team as necessary to make the work comprehensible and meaningful this year.

In addition, if you would like to speak with me as the Director of the State Support Team about any concerns or issues you may be having with the process, please call me. I will be glad to discuss and explore them with you to resolve them or explain them in a manner that will be satisfactory to you. I am in regular contact with ODE as the Director of the SST and may be able to provide some other insights or avenues of communication with the Ohio Department of Education or our fiscal agent (Mahoning County ESC) about questions or concerns that you may have.

We know that school improvement planning has always taken place in each district. All district personnel are educators who realize their work is dedicated to bringing the fullness of the best education they can conceive to their students. Given the constantly upward movement of the requirements of No Child Left Behind on state departments of education and their districts, focused planning with the likelihood of successes that will make a difference in student achievement is even more important now. We are ready to assist you with that process.

Our best wishes for a successful year . . .

Richard Kajuth, Director  
Region 5 State Support Team  
5555 Youngstown-Warren Road Unit 696  
Niles, Ohio 44446  
Tel: 800-776-8298, ext. 105  
e-mail: [ferc\\_rjk@access-k12.org](mailto:ferc_rjk@access-k12.org)

**State Support Team – Region 5**

5555 Youngstown-Warren Road, Unit 696, Niles, OH 44446  
Tel: 800-776-8298 Fax: 330-544-1000

Technical Assistance in:

School Improvement / Special Education / State Literacy Initiatives / Early Learning and School Readiness / Praxis III