



Leadership Advisory Council

2017-2018

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Strategic Planning

**Focus on the
Trusted Learning Environment**

Date: October 13, 2017

To: Leadership Advisory Council Trusted Learning Environment (TLE) Focus Group

From: Frankie Jackson, on Behalf of the Leadership Advisory Subcommittee

Subject: Minutes for the Leadership Advisory TLE Focus Group Meeting Scheduled for **October 13, 2017**

The Texas K-12 CTO Council Leadership Advisory subcommittee hosted a Trusted Learning Environment (TLE) focus group meeting on Friday, October 13, 2017 from 11:00 a.m. – 12:00 p.m. The group used the council’s zoom call in number to conduct the call. Frankie Jackson served as the facilitator for the meeting. The following are the items on the agenda.

- The following action items are open from the last conference call. Discussed the status of each.

Action	Assignee	District
<p>Assess options for professional TLE training with Steve Smith</p> <ul style="list-style-type: none"> - Two options: 1) 2-day training for 11 districts are part of the focus group; 2) specific district training with district staff that are preparing for TLE <ul style="list-style-type: none"> - Responses - Steve Smith training - expert in the field. Training would be offered - around \$3000. Would need to work with his team. CFISD looking at bringing Steve in at the beginning of the year - Is this a district by district need or would multiple districts like to join together? <ul style="list-style-type: none"> - Question - what is covered in the training? Is it more district specific or group oriented? As per Frankie’s understanding it would be in-depth training and items needed to support the item. - CFISD is looking at the need after an impromptu meeting with the cabinet. Once we have it planned, if others were available, that could be adjusted. - Jennifer shared that Dennis commented on the great process that allowed everyone to understand at a concerted effort the definitions and intent of each privacy item. - Per Frankie - this could be scheduled to provide for the team. - Pre Conference Workshop for the CTO Clinic - talk to Alice about a preconference for the January meeting - could be a workshop option for Monday or Tuesday. - Frankie to send out a survey on who could be available on Friday or Saturday in Austin. - If all works well - possibly schedule for a preconference meeting during the Summer Clinic 	Frankie Jackson	CyFair



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Contact CoSN about TLE Seal Application timeline

- Reach out to LaNette with CoSN to find out about the TLE Seal timeline. The website shows last year. David contacted LaNette. She provided the following response (in quotes) regarding the next cohort. This allows us to apply whenever we are ready between now and April 30.

“The next application cohort will open on Monday, October 2 and will remain open through April 30. Unlike past cohorts, we are now moving to a 'one long cohort per year' model, from October-April, with applications reviewed on a rolling basis, within 30 days of receipt. Seal recipients who submit applications and are awarded the TLE Seal prior to March 1 will be recognized at the annual CoSN conference in April.”

- Might be good to set a district timeline that can be shared with others. Add a new worksheet in the matrix to show each district’s timeline. Would all be willing to submit? Would RoundRock and Lewisville be willing to show the steps in re-application process?

David

CyFair

2. Discussed the Texas K-12 CTO Council fall meeting on October 20, 2017 where our TLE focus group is scheduled to present from 3:15 - 4:00. The title of the presentation is “Applying for the TLE Seal.”
 - a. Who is attending the meeting on October 20th?
 - i. [Attending - Frankie, Jennifer, Greg, Lewis, Bryon, David](#)
 - ii. [Not attending - David, Melissa, Jim, Cindy - New Zealand](#)
 - b. Who would like to help?
 - i. [David, Frankie, Dennis](#)
 - c. What are your ideas for including in the presentation?
 - i. [discuss what we are doing as a focus group](#)
 - ii. [define why we are doing what we are doing](#)
 - iii. [lean on Round Rock and Lewisville to provide success strategies](#)
 - iv. [talk about the process - the matrix, the 25 items,](#)
 - v. [create a collaboration document - group compilation work](#)
 - d. Action Item - [Create a baseline document to be shared with the group - including a district page for each member group - Intent - create awareness for the state](#)

3. Reviewed the TLE status tracking matrix. [THIS MATRIX](#) is being used to maximize our sharing of information to organize where each district is in the process of developing TLEs and applying for the TLE seal. Each district will status where they are in the process of building their TLE.



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Other items:

1. There is a webinar for the **The TLE Seal: Creating Trust with Community Stakeholders Event Date on Tuesday, October 17, 2017 - 1:00pm to 2:00pm.** The following is a description of the webinar.

Interested in applying for the Trusted Learning Environment (TLE) Seal but not sure where to begin? Learn about how the TLE Seal Program can help you shape, improve and prioritize your student data privacy program and better communicate with parents and other community stakeholders about how you properly manage student data. Also hear guidance from TLE Seal recipients about how they approached the TLE application, including how they worked with their school system leadership and the strategies they used to manage the application process.

Bryon suggests that other leaders in the district should be encouraged to attend and this can then be utilized to learn more. Could be a great way to gain momentum and to get perspective.

2. Each district's action is to continue working on the matrix in each of the 25 TLE areas indicating where the district is in terms of preparation. Information may include artifacts, rationale, areas for improvement, new ideas, best practices, where help is needed, links to information, etc. As the group works through the matrix, more ideas about how to manage the focus group's efforts will evolve.

Individual folders for each district are now available. The subfolders for each district are under the TLE Focus Group under the Texas K-12 CTO Council google drive. See this [folder](#) to make updates.

Zoom Meeting Call In Numbers:

Topic: TLE Focus Group
Time: Oct 27, 2017 11:00 AM Central Standard Time
(US and Canada)

Join from PC, Mac, Linux, iOS or Android:
<https://zoom.us/j/642832856>

Or iPhone one-tap :

US: +16468769923,,642832856# or
+16699006833,,642832856#

Or Telephone :

Dial(for higher quality, dial a number based on your
current location) :

US: +1 646 876 9923 or +1 669 900 6833 or +1 408
638 0968

Meeting ID: 642 832 856

International numbers available:

<https://zoom.us/join?j=642832856>

