

Instructional Council Minutes

September 20, 2012

Meeting Attendance: Maria Aguinaga, Barbara Bettis, Terri DeDecker, Kathy Duchaj, Cyndee Fralick, Todd Graba, Raheem Hasan, Judy Havemann, Perry Hayes, Nadine Hill, Dan Hoffman, Megan Kozlowski, Denise Lockwald, Carol Mammoser, Christina Medrano, Josefina Melendez, Kelly O'Brien, Claudia Sanchez, Katie Thomson, Esperanza Villarreal-Ortiz, Rita Weber, Lisa Whitmer, Jennifer Williamson, Mary Wojtczak

Absent: Mark Atkins, Sara Elwood, Heather Fodor, Wilma Valero

Guests/Observers: Kathy Castle, Karen Fox, Barbara Johnson

Members and Guests were welcomed by Nan Ochs.

Approval of Minutes – May 17, 2012 minutes were sent to members electronically. Discussion on minutes included:

- Mandarin – cost of iPads will be funded through SHS Academy fee. Each student received an iPad with instructional materials on it. The district purchases the app in place of a textbook. Concerns involved security measures such as filters and insurance on the iPads. The district has purchased these security items. For this year, only SHS Academy students are enrolled in this course. Course was approved in the past, but resources and student numbers were needed. Will need an additional set of iPads each year. The iPads are checked out to students in the same manner as textbooks.
- Information Item - Speech/Drama should be Speech/Debate. The course is not running this year; it will be part of Transformation Task Force. Comments pointed to processes not being followed. Instructional Council had drafted a collective statement that was taken to Dr. Torres.
- Update on the Common Core Standards training was explained by a Council member. Four informational dinners are coming up in October. Marc Hans or Andrea Erickson can be contacted regarding Science presentations.
- Minutes were approved with typing corrections.
- Discussion regarding posting of IC meeting minutes

Introductions – Members and guests introduced themselves. IC Steering Committee members were also identified and their roles explained. An informal discussion followed regarding being on IC and who IC represents. Administrators who attended as observers during the course of the meeting were introduced as follows: Barbara Johnson, Assistant Superintendent for Secondary Education; Jackie Johnson, Coordinator of Secondary Literacy and Social Studies; Brian Lindholm, Technology; Patrick Mogge, School Community Relations.

Review and history of exit slips. Exit slips were created for members to keep notes, take info back to buildings and for the steering committee to structure future meetings. This year the slips should be more electronic with the use of laptops.

IC wants a **guide** for use by future presenters as to what info is need in their presentations. Should be a user-friendly template per proposal with numbered items. Math proposal made by Jennifer McDonnell last year was suggested for use as a model.

Membership List: Corrections were made to the membership list, along with an explanation of appointed/elected positions. New members need IC binders.

Review of Meeting Protocol: IC meetings are conducted using Roberts Rules. Speakers are recognized by a raise of hands, and in order of hands raised.

IC Manual – A subcommittee to revisit the IC manual was a discussion from last year. Revisions are a contractual piece and common core will change proposal procedure. It was suggested to form a sub committee to review the manual regarding the proposal process to IC.

- Membership/role to include a tech person
- Could technology do monthly presentation followed by discussion or use them as a resource?
- Can change be made during contract?
- Kathy Castle gave clarification -- Changes to IC manual can be made so long as the council agrees. Changes would need board approval if they affect board policy. Further discussion on this next month.

How does information reach staff: Discussion occurred involving how information from IC is distributed to staff and staff knowing where to locate information. Possibilities include communication through principals, electronic postings, blog on ETA website, ETA website with use of links, e-mail to all staff. Minutes cannot be posted until after they are approved. There is not a good understanding of who is IC and their work. Motion made for communication purpose of IC to access information; have principals distribute; and have Patrick Mogge at Steering Committee to clarify. Motion tabled. Later Motion seconded. Voted with 24 (all) in favor.

Infinite Campus technology update presented by Craig Williams, Brian Lindholm, Anne Stoughton and Dave Steuer.

- HS/MS Grade book rollout.
- Elementaries using progress report and grades. Discussion followed regarding calculation of grades and + or – grades, rolling window on elementary reports cards, descriptors being visible on IC.
- Teacher coaches are at each building. Coaches will meet with Craig on a regular basis. Coaches are the primary contact for teachers; next contact is the help desk.
- Still printing progress reports and reports cards this year and posting on portal as well.
- HS – Oct will give out progress reports and same day will open Portal.

- Staff and parents have portal app, but no teacher app at this point. Teachers can access with web browser. Teacher app is coming.

Assessment Audit presented by Lynn Glaser followed with questions & answers:

- How was reduction of 30% at Title Schools decided? *Building decision.*
- How do SUPARA scores translate to MAP? BL had higher goals than Gen Ed. *Goal on MAP is medium scores, growth target is assigned. Expected score is based on children's scores. Will check on SUPARA.*
- Providing MAP proctors. *No additional subs, text level proctors.*
- Identification of Tier 2 – is this same the same of bottom 15%. *Is accelerated students. It is school choice to include IEP students in Tier 2 group.*
- Do assessments need to be official assessments? *Based on what has been administered in the past, schools can go beyond.*
- Clarify bottom 20% for 7th & 8th grade, SpEd is included. *Data Dialogue will address.*
- Additional comments:
 - *Accelerated learners – SpEd was part of NCLB group.*
 - *Documents are available on the web (except full audit).*
 - *Some interventions have their own assessment.*
 - *Standard scores are a mystery to parents – will there be parent education? How does information feed to the community?*

State of the District Address was shared by Dr. Torres. This power point is also available on the website. Dr. Torres has also presented this to the Elgin City Council and the Principal for a Day participants.

Curriculum Cycle presentation. This is an on-going item for IC. It is a multi-stage, multi-year plan to help with budgeting, adoptions, etc. IC needs updates on Initial Presentations. Questions were raised regarding Language Arts being on 2014-15, no K-6 Health was found on the curriculum cycle – this is currently delivered by teachers. IC recommends we revisit Curriculum Cycle because they are seeing a disjoint. Concern that items on the cycle are too far off.

Common Core discussion. Two facilitators were trained in each building in July. Training covered Shifts, Rigor & Relevance, Analyzing Text, etc. Future plans were discussed. Karen Fox will be working on CCSS for this District. Building trainers sent info to teachers on first 2 institute days. Teacher text sets are available at Gail Borden Public Library. Also discussed was Train the Trainer model. There is an overall plan which needs translation. Elementaries will not have PD on Institute Day. Where is Math focus? Whose charge is Common Core?

- IC wants 2nd plan next month.
- Google “Kid Friendly Common Core” - cost is \$10 for elementary
- Maryland website for 6 – 12 is free.
- IC role in CC is advisory – need a Common Core monthly talk.

Wrap up – points were summarized for posting and meeting was adjourned.

Summary/Wrap up from September 20, 2012 Instructional Council Meeting

- 1. Technology Update** – Craig Williams stated they are in the process of developing a master plan for the district based on instructional needs. First meeting is in October. Brian Lindholm as introduced as the new Information Services Project Manager. Information Services looks forward to partnering with Instructional Council.
- 2. Assessment Audit** – Lynn Glaser presented the results of the assessment audit and assessment timeline, which is available on the intranet.
- 3. State of the District** – Dr. Torres presented the State of District Address as an update for Destination 2015. This can be found on the U-46 website.
- 4. Common Core** – Rita Weber presented on the Common Core Facilitators Literacy training for K-6.
- 5. Curriculum Cycle** – The Curriculum cycle was reviewed and discussed.