Minutes IC Meeting November 15, 2012

Meeting attendance: Mark Atkins, Kathy Duchaj, Sara Elwood, Heather Fodor, Todd Graba, Raheem Hasan, Perry Hayes, Nadine Hill, Dan Hoffman, Megan Kozlowski, Carol Mammoser, Christina Medrano, Kelly O'Brien, Claudia Sanchez, Katie Thomson, Wilma Valero (Gina Crespo), Rita Weber, Jennifer Williamson, Mary Wojtczak

Absent: Maria Aguinga, Barbara Bettis, Terri DeDecker, Cyndee Fralick, Judy Havemann, Denise Lockwald, Josefina Melendez, Esperanza Villarreal-Ortiz, Lisa Whitmer,

Guests/Observers: None

Instructional Council Website has been updated. Principal representatives have passed information to others. Feedback included that the Instructional Council calendar and the posting headings on the website need updating. To access the Instructional Council information on the web: From to U-46 homepage > Student Learning > Curriculum & Instruction > Instructional Council. Could this be a quick link as it is buried now?

Suggestions for future presentations:
- RtI Director – What is focus, how should RtI meeting time be spent? What are parameters for students to be plugged in? Instructional Council could give the director information regarding what is currently in place in the buildings.
- NCAA (HS accreditation process) – What is going on? How will it happen? What is happening in other schools? Who is coordinating?

Infinite Campus Update -- Craig Williams repeated the presentation made at the board meeting. The cabinet is given monthly updates on Infinite Campus, the board is updated every six months. Questions and discussion/responses as followed:
- How many of our students have web access, either through computer or SmartPhones, etc.?
- Skyward program can load pre-requisites for classes and input recommended courses for counselors. Is there something like this in Infinite Campus?
- When will elementary schools use tabloid (vs. SWIS)? *Will be used in 2013-14*.
- When will analysis databoard (Tetra Data) be in Place? *Tetra will be used in 2013-14. Tabloid will probably be year after. Will be separate from Infinite Campus.*
- Will Eastbed always be there? Not everyone sees same information regarding IEPs in Infinite campus. *Discussion with Special Ed to determine needs.*
- Specials teachers do not have rosters. *Info services working on.*
- Who schedules system maintenance? Would be best not to do during progress reporting.
- Student to do list*? Checking to see if it is in place.*
- Will elementaries have grading access?

- On-going training – will there be opportunity for user feedback?
- Student assessment data – *Still working on, will not completely replace tetra Data*
- Cannot get Special Ed info easily, quickly.
- Will there be a mobile teacher app – *Possibly in next school year, Campus working on. Campus is expanding services.*
- News categories fills up space, cannot see inbox
- Parents choose language for printing of DLB report cards, however they are not always being printed in requested language. *Teachers need to select each time – not automatic.*
- Comment area on elementary report card comment area is too small for parents to see. Prints out small. Report card is not reader friendly.
- Can we get blank report card at each level? *Craig will provide.*
- Dual Language report card does not give printed grade level explanation. *Cover page and back page for Dual Language is not printing. This is where explanations are found. Checking yes/no regarding secure printing changes result.*
- Teacher newsletters sent through Infinite Campus sends a link to parents that there is a message not the actual newsletter.

Common Core written explanation provided by Rita Weber was distributed. Further information was provided by Instructional Council members who were on the teams. Discussion included:
- Train the Trainer model not working – will there by something where everyone hears same thing from experts? The hope was that representatives would carry information to buildings resulting in some consistency. Vision is for trainer get set of materials to carry back (web) to the buildings. Big concern is how does info get to buildings.
- Next plan is for 5 work groups who would take concepts and put into action and present to the Common Core steering committee.
- What is Instructional Council's place? Is it solely implementation? What can Instructional Council do to prepare for future workload regarding Common Core?
- Impact of Common Core on curriculum cycle.
- Tool used to develop plan may be useful to Instructional Council – ACHIEVE and USDEI – Dr. Torres provided an implementation guide which is also available online at U46 –Common Core.
- Common Core Teams were formed with those already on other committees for representation. Challenge is Call to Committee with what charge, what timeline. Transformation taskforce also going on. Technology/Common Core both huge issues.
- Steering committee shared their discussions regarding Common Core which included when and how does Instructional Council get involved in Common Core process? What do we need to do to get ready? Any training needed for Instructional Council? Instructional Council wants to be recognized as key part of process. Dr. Torres welcomes recommendations.

- Determination of Instructional Council role then recommendation to Dr. Torres will be done as a whole committee on the Instructional Council Agenda. Day will be structured at next Instructional Council Steering committee – how to build into agenda.

Revision of IC Manual -- Mary Wojtczak shared that they recognize areas needing update, some items easy, others need more discussion. She shared items page by page which need more clarification and took recommendations from IC members. Concern is not to change IC focus or role. Mary will forward questions to rest of committee.

Google Doc Review – Todd Graba reviewed the use of Google Doc for Instructional Council Exit slips. Last month was the first time the council used this format.

Staff Development Update by Andrea Erickson – Andrea gave an update on the Staff Development Committee including a website which lists scheduled meeting; agenda topics; Building Representatives; Committee Purpose; possible changes to the school calendar. Discussion followed regarding availability of funds for conferences, school calendar, coordination with Transformation Task Force, use of Twitter.

Dual Language Update by Patricia Makishima – Shared Power Point, brochure and ELL Professional Development plan. Explained one-way and two-way dual programs and schools with programs and resources. Discussion followed regarding student demographics within the program, split grade levels within Dual Language classes, class sizes, how parents relate to 2nd language, Science and Social Studies units taught at different grade levels, expansion and staffing of program in middle school and proficiency in high school foreign language.

Summary Statements

Infinite Campus teacher app is coming soon. IS is working with Report Card Committee. They are also working on consolidating most systems (with the exception of Special Ed). Craig Williams took suggestions for improvement.

Dr. Torres encouraged Instructional Council's interest in Common Core. He discussed how to disseminate information to staff in consistent manner and provided resources from Common Core steering committee.

Revisions to school calendar are in progress. Purpose of the committee and it's were shared.

Dual Language is moving forward on implementing 3rd gr 50/50 program. Social Studies resources are available in Spanish. Anticipate an increase in 2 way dual language classrooms from 7 – 16.

Meeting adjourned.