

Minutes IC Meeting September 19, 2013

Meeting attendance: Maria Aguiniga, Mark Atkins, Barbara Bettis, Chris Bucchi, Cheryl DeRoo, Sara Elwood, Heather, Fodor, Cyndee Fralick, Raheem Hasan, Judy Havemann, William Jackson, Jackie Johnson, Josefina Melendez, Kelly O'Brien, Lisa Olsem, Craig Pflueger, Claudia Sanchez, Katie Stan, Wilma Valero, Esperanza Villareal-Ortiz, Rita Weber, Jennifer Williamson, Mary Wojtczak

Absent: Carl Draeger, Kathy Duchaj, Carol Mammoser

Guests/Observers:

May Minutes reviewed/revise and approved with 22 – yes, none opposed, 1 - abstained

- Dr. Torres addressed the Instructional Council members to welcome and thank them for their participation on the council.

Information Updates:

Instructional Council Procedures

- Council worked in assigned groups to review the Instructional Council procedures, when finished the groups presented to the rest of the council.
- Green team reviewed and presented the beginning of the manual; the rationale of Instructional Council.
- IC is the funnel for new curriculum coming into the district.
- IC is a 28 K – 12 member committee of elected and appointed stakeholder representatives of the district.
- A proposal goes to the IC chair, who will look it over and bring it to the IC steering committee, who will look at all components, once steering committee approves, proposal will move to instructional Council, if approved proposal will go to Superintendent who will then decide if he wants to take it to the BOE.
- Green team recommends having members from Pre-K - 12 instead of just K-12. IC cannot make this change; this would have to be addressed in the contract.
- Yellow team reviewed and presented the middle of the packet; how to get a proposal to IC.
- Identify the needs. District level point person. Call to Committee, what is the issue we are looking at. What is the task of the committee? Create a proposal/presentation, go to steering committee, IC, IC for updates, Superintendent, final step the BOE. Once proposal is implemented, presenters will return to IC for an update and review.
- Blue team reviewed and presented the last section of the manual; procedures.
- This section outlines the guidelines for an Honors program, starting a Pilot program, selecting supplementary materials.
- Also outlines the appeal process if IC does not approve of a proposal.

- Library Media – Minority report what it is used for.

Curriculum Cycle Update

- Curriculum cycle is being revised and once finished will be brought to the council.
- Council divided in groups to discuss section of the curriculum cycle.
- Green team worked on stage 1: Begins after planning and the necessary personnel assignments
- There is a call to committee after planning is done, once committee is formed members are given tasks and a Steering Committee is assigned. Once in place, development begins; templates are used to provide consistency. Present to IC and if approved then to Superintendent, then BOE.
- Yellow team worked on stage 2: Stage 1 and 2 overlap. You implement with integrity and the same throughout the whole district. Materials are thought of after the curriculum itself has been written.
- Blue team worked on stages 3-6: Monitoring the curriculum, checking on the impact of student learning. Support at building level. The fidelity of the program is being monitored. Stage 4 – Full implementation and evaluating data. Stage 5 – Are we still meeting students’ needs? Stage 6 – Revising Curriculum if needed.
- New curriculum is implemented for 6 years, what are we doing for years 3-6.

Roberts Rules

- Council viewed a video showing proper use of Roberts Rules.
- Council member asked if it was necessary to raise hands when voting, would a nay or yay suffice. The actual numbers need to be recorded.
- **Council member motioned to raise hands when voting; motion is seconded. Motion is voted on: 20 Yes, 2 Opposed, 1 abstained. Motion passes.**

AVID

- Council viewed PowerPoint presented by Ron Raglin
- AVID (Advancement Via Individual Determination) is being re-introduced to the District. Karina Luviano has been hired as the PreK-20 College Readiness Equity Coordinator.
- Has there been any discussion about bringing AVID down to the elementary level? Yes, it has been discussed.
- Every school has a reach out plan for families. The student is reached out to first; they interview and sign a contract.
- Bilingual students are recruited the same way, others are recruited. AVID Coordinator, counselor, and teachers reach out to students and parents.
- All AVID Freshman students will be taking the PSAT test.

Game Changers

- Game Changers is a mentor initiative for students who fall into the category of 2 F's and 5 absences.
- The program is starting with seniors.
- The program's success will be measured by looking at attendance, and failed courses.
- 905 email/letters were sent to the homes of the qualify students. 24 students came to our mentor matching event. The parent and student came in to meet with their potential mentor.

CCSS Updates

- Reviewed timeline, implementation plan and PD menu.
- Workgroups ended, they worked as grade level teams and looked at several units. C & A group disbanded and a new call to committee has gone out.
- Common Core units were given to the SIP teams to bring back to the schools.
- Secondary resources are on the U-46 website by clicking on the U-46 Common Core State Standards link.
- Moving 6th grade curriculum to the middle schools was discussed as the standards are written 6-12.
- MAP will be continued to be used, it's aligned to common core.

Google Update

- Google will be replacing Groupwise. Google will have unlimited storage, easy sharing of documents and calendars and will be compatible with any electronic device.
- E-mail addresses will not change, it will be the same, but you would log into Google to see your emails.
- Changeover will happen overnight, sometime after Christmas.
- IS purchased an inline training from Google. If you have a question while using email, you will be able to use help plug-in to help solve or learn new features using Gmail.
- Eventually students will be able to submit work to Gmail drive. Next fall secondary students will receive a Gmail account. Further discussions on this topic will need to happen, before students receive an account.
- There will not be a trainer for Google, but there are talks about expanding the IC coach position to an instructional tech coach.
- There will be a pilot group; to join the pilot group contact Brian Lindholm.

Steering Committee Election

- Council members voted on the new Instructional Council Steering Committee members.
 - Barbara Bettis
 - Chris Bucchi
 - Sara Elwood
 - Cyndee Fralick

- Raheem Hasan
- Josefina Melendez
- Kelly O'Brien
- Mary Wojtczak

Summary Statements

The Instructional Council received an update on the AVID program and were introduced to the new Game Changers Mentor Program. Ron Raglin talked about improving our fidelitous implementation AVID. Mr. Raglin also reviewed the basis of the game changer program and program components. Contact Pam Heine if you are interested in becoming a mentor.

The Instructional Council received an update on the district conversion to Google Apps for Education. Council members gave suggestions to improve implementation.

The Instruction Council reviewed the Instructional Council Procedure Manual and the Curriculum Cycle stages.

The Instructional Council received Common Core updates.