



## SCHOOL DISTRICT U-46

### INSTRUCTIONAL COUNCIL MEETING

DECEMBER 8, 2011

8:30 A.M. – 2:00 P.M.

ESC, ROOM 240

### MEETING MINUTES

#### Meeting Attendance

**Members:** Maria Aguinaga, Susan Ali, Celia Banks, Barbara Bettis, Lori Brandes, Susan Collins, Todd Graba, Raheem Hasan, Judy Havemann, Perry Hayes, Nadine Hill, Tracy Jakaitis, Darlea Livengood, Denise Lockwald, Chris Medrano, Cyndee Rothamer, Rosa Syphers, Katie Thomson, Esperanza Villareal-Ortiz, Jennifer Williamson, Mary Wojtczak

**Absent:** Greg Crumpley, Jill Flanagan, Heather Fodor, Jennifer McDonnell, Lisa Whitmer

**Guests/Observers:** Dr. José Torres, Kathy Castle

**Presenters:** Terri Lozier, Greg Walker, Carol DePue, Kim Malone

Welcome - Nan Ochs

Approval of October 20, 2011 Minutes - Nan Ochs

Motion by Katie Thomson, second by Todd Graba to approve the October 20, 2011 minutes as amended. Motion carried.

Kathy Castle spoke to council and stated that the Instructional Council Manual is not part of the ETA contract and that we could change the manual as long as it did not change any contract language. Ms. Castle stressed the importance of Instructional Council and the work done by council is critical to the school district.

Dr. Torres dropped by to thank council and express appreciation for teacher and students. We need to figure out how we need to do things. The challenge is what are we trying to do and how do we manage to obtain that objective. We need to look at the curriculum cycle and make sure all areas are included.

#### I. Initial Presentations

None

#### II. Action Items

None

#### III. Information Items

a. Exit Slip - Jennifer Bond – The purpose of this form is to make sure that council members are having their questions answered, to find out if there were questions not answered before it was necessary to close the discussion on a particular presentation and to find other areas and programs that they would like to have a presentation on. The exit slips would be reviewed by the chairs of council, answers would be obtained and update topics would be discussed and scheduled with presenters and Steering Committee.

b. Presentation/Up-date Form - Nan Ochs and Jennifer Bond – This form was created by Steering Committee as a guide for Up-date presentations. Discussion was held at previous meetings as to

what should be included in a program update. This outline of items to be covered would supply pertinent information for presenters to include in their presentations. The need for some background information is very important to members of council who may not have been a representative when the initial presentation was made. A couple of additional items will be added at the suggestion of council members.

c. Grading Committee - Terri Lozier presenting. The goal of the Secondary Grading Committee is to create consistent grading throughout the middle and high schools. The goal was to have members from every high school and middle school. Representation was targeted at 500 students = one representative for high school; middle school – 400 students = one representative. All high and middle schools are now represented. After review of handbooks, many inconsistencies were discovered and a survey was done on Survey Monkey. A copy of seven guiding principles was distributed to council. Mrs. Lozier presented a slide presentation and indicated that work would be continuing on formative and summative assessment. Professional Development would be held during the 11/12 school year, roll out of four of the guiding principles would take place in the 12/13 school year, and the remaining three in the 13/14 school year.

d. Middle School Rotations - Greg Walker, Carol DePue, Kim Malone presenting. The greatest challenge in middle school is the length of the day. There are not enough periods in the day to allow students to participate in Band/Orchestra and still allow them to take a rotation/exploratory course. The core courses are scheduled first then non-core (electives) are added in. Carol DePue did an overview of the Gateway to Technology. Kim Malone gave a brief summary of the Family and Consumer Science course. The decision to eliminate Speech/Drama was made because it is believed that these aspects should be embedded in the Language Arts curriculum.

e. Report from October Council Meeting - Nan Ochs - there were two questions submitted on the parking lot. Is the dual language goal to phase out the traditional bilingual program? Yes, every year, a DL Grade level will be added, starting with 3<sup>rd</sup> grade in 2012-2013. Does the dual language committee plan on giving in-service to parents? No. The ELL Department is providing support to schools who are working with their parents.

#### IV. Dialogue Topic

None

#### V. Other

a. Cancellation of Regular Meetings – The chair started the discussion stating that the role of Steering Committee was to review and consider all items that could be brought to Instructional Council. Their goal is to plan the meeting for the month. In light of the fact that there were no initial or action items and the potential for a math update (which did not materialize), the committee felt that there were not enough items for a full agenda, therefore, the decision to cancel the meeting was made.

There was much discussion on the part of council members, updates that could have been requested, review of new initiatives and textbooks. The general consensus of council members was to not cancel any further meetings.

b. Steering Committee Meetings – There was discussion regarding attendance at the Steering Committee meetings, or the lack of. Suggestions were tossed out regarding the possibility of having the meetings take place by the use of technology, setting the agenda for the next meeting at the conclusion of the current meeting, allowing committee members to have an alternate if they are unable to attend. After much discussion a motion to allow alternatives for steering committee was defeated. The question being, could an alternate really work? Usually, the cause for a member not attending Steering committee is a last minute occurrence and then trying to contact an alternate wouldn't really work.