

# Instructional Leadership Council

## Meeting Minutes for October 1, 2020

**Attendees:** Julie Barker, Jessica Bonadio, Angela Carpin, Dwayne Cerbone, Kathy Curtis, Jeff Cimmerer, Heather Clayton, Maribeth Curran, Liesa Erhlich, Monica Gebell, Amanda Kirkebye, Lenore McPherson, Matt Kwiatkowski, Terese Manfredi-Hill, Esther Marino, Jennifer Marren, Lenore McPherson, Kate Milne, Amanda Moon, Teresa Roets, Tish Romas, Toni Stevens-Oliver, Patricia Vaughan-Brogan, Joshua Walker, Jing Wang, Melanie Ward, Elizabeth Woods, and Stephanie Barg (administrative intern)

**Chairperson:** Melanie Ward

**Co-Chairs:** Julie Barker

**Note Taker:** Laurie Hummel

*This meeting was held in an online format through the Zoom video conferencing App and Microsoft Teams.*

**Introductions** and welcome to new members. ASI expressed her appreciation for the flexibility and dedication of ILC members.

ILC is meeting at a different time through January (at least) as it is not reasonable to ask teachers to be out of their classrooms during the period of time we are in our Temporary Learning Models.

**Committee Code of Conduct:** All members please sign the form and send it to the ASI or Notetaker.

**Temporary Learning Models:** Are we prepared to be fully remote should the need arise?

ASI shared the document created in July that describes what PCSD would do in case of a closure. Now that we are in school, ILC will reassess PCSD's preparedness for going fully remote.

Feedback: The committee worked in three sub-groups by academic level. Each with a group member that took notes on a prepared note catcher to share with the full committee.

Highlights of committee sharing:

Elementary:

- Concern about technology and devices.
  - Would there be a shortage of devices?
  - Will we need time to prepare the students?
- How will we schedule so teachers are not overlapping?
- What are the expectations and parameters for special areas?
- Other staff member's roles in the remote environment?

Middle school:

- Streamline communication to parents. Staff has been overwhelmed.
- Technology:
  - Student readiness.
  - Student attentiveness.
  - Parents need to know how to troubleshoot. Can we direct families to a website page?
  - Can we do a technology assessment and support families?
- Needs of staff for successful remote teaching.

High school:

- Are there resources to send home now so kids are ready? Is it possible to set pick-up dates?
- Need to let people know about the resources already available.
- Communication plan to parents and to teachers.
- Readiness for giving remote assessments. Make adjustments now. How to be thoughtful in grading.
- Technology:
  - Kids are ready with Teams.
  - Staff has various readiness levels.
  - Some kids have a home environment that is not conducive to learning. Can some kids come into the building?

The notes from all three groups are available for viewing in our Teams site. Some needs/concerns can be addressed by different committees/groups such as COT, Dept. Leaders, the District Scenario Planning Committee. This feedback will help PCSD

to better position our staff and families in case of closure.

Unlike this past March when schools were closed with no warning for months, the more likely scenario is that there may be a closure for a shorter period. It could be a cohort of students, one building or entire district depending on the case. We want to be as prepared as possible for the unique scenarios.

**Roundtable for sharing:**

The Teacher Center has set up drop in Tech Time with Gwen for Secondary staff. Topics and times are set up so teachers can drop in. Be on the lookout for Tech Time with Dave for the Elementary level.

**Next Meeting:** November 5, 2020, 3:30 – 5:00 via Zoom