

# Instructional Leadership Council

## Meeting Minutes for October 3, 2019

**Attendees:** Julie Barker, Jessica Bonadio, Dwayne Cerbone, Kathy Curtis, Jeff Cimmerer, Heather Clayton, Maribeth Curran, Paul Cypher, Liesa Erhlich, Monica Gebell, Amanda Kirkebye, Matt Kwiatkowski, Terese Manfredi-Hill, Esther Marino, Jennifer Marren, ~~Kate Milne~~ sub: Kelly Coiro, Amanda Moon, Betsy Parke, Sarah Pelusio, Teresa Roets, Tish Romas, Toni Stevens-Oliver with Student Teacher Annabel Powell, Patricia Vaughan-Brogan, Joshua Walker, Jin Wang, Melanie Ward, Elizabeth Woods

**Chairperson:** Melanie Ward

**Co-Chairs:** Pat Brogan, Julie Barker

**Note Taker:** Laurie Hummel

**Meeting minutes approved** with adjustments for June 6, 2019.

**Welcome** back to previous members and introductions made to new members.

**Committee Code of Conduct:** This is a set of agreements created by District Planning Team that all chartered committees are being asked to review with the expectation that all committee members will agree to adhere to them.

Each member on all of the District committees has a responsibility not only to the committee they attend but to the significant groups they represent. As a member of a District level committee we should have a shared understanding of behaviors at committee. The PCSD Committee Code of Conduct can be found on the website under [About/District Committees](#).

The committee discussed and clarified each point on the document after which all attending signed.

**ILC Norms change proposed:** Change the last bullet from "Allow conversations to be messy." to "Promote discussions that encourage multiple perspectives." All members agreed.

### ILC COMMITTEE NORMS:

- ❖ Remember that you represent "a group" not just yourself.
- ❖ Be present: "minds on"
- ❖ Be on time
- ❖ Participate; all voices need and deserve to be heard
- ❖ Be prepared
- ❖ Stick to the agreed upon items to be shared out and respect the confidentiality of conversations
- ❖ Communicate with the group you represent
- ❖ ~~Allow the conversations to be messy.~~ Promote discussions that encourage multiple perspectives

### ILC's Evaluation Survey data:

Members were asked to complete the DPT Committee Survey at the end of the year. Feedback from the survey went to DPT who then sent recommendations back to the committee.

### Discussions points:

- Overall positive feedback with general agreement that the committee is informed, time is well spent and purposeful.
- The comments noted positives as well as areas where the committee has room to grow.
- All should recognize that everyone in the district is in a different place with respect to various initiatives and all opinions deserve respect.
- The PTSA rep asked to find a way to share resources before the meetings. So all can reach the same level of understanding and agree or disagree meaningfully.
- Communication to constituents is a common area where all meetings have room to grow. DPT has added the "Sharing out" tab to the District Committees webpage to improve this area. Each committee is asked to list what we have agreed to share on this page.
- Moving goals forward was discussed as an area to improve. There isn't enough time for this committee to tackle all of the goals. We will continue to set subcommittees to do the work when appropriate.
- The survey is useful to a point but comments could be more helpful. Members are encouraged to have conversations with one of the facilitators when something isn't working.

**Team Building Activity:** Several new members have joined ILC this year. The committee participated in an activity to get to know one another.

**Review/Updates/Planning towards ILC Goals:**

In June, we identified four priority areas from our long-term goals document. The committee discussed these priority areas, providing updates and offering feedback around next steps in each of the four areas:

- Mental Health
- Partnerships
- Professional Learning Communities
- Next Generation Skills

Goal Update: Next Generation Skills

Next Generation Skills Rubrics documents were finalized and integrated into professional development and curriculum writing over the summer. It will be important to continue to communicate the rubrics.

The documents are available on the District website under the [Curriculum and Instruction page/Teacher resources](#)

Proposed Next Step: Possibly plan a “Roll-out” to include all to see how skills should be embedded in our curriculum and infused into everyday teaching.

Goal Update: Professional Learning Communities Update

This past summer, there was a significant amount of professional development related to PLCs. Several ILC members attended at least one module. Three modules are running again in the fall. Encourage others to join.

Proposed Next Step: Form a PLC Advisory ad hoc committee to look for ways to support ongoing PLC work in the District. This committee will meet on the morning of ILC meetings. Membership was defined by a group that worked on PDTA negotiations; we will begin the work to fill the membership slots to include some ILC members.

Goal Update: Partnerships

Alignment of the community service and internship programs and transition planning.

Proposed Next Step: Put together a PLC ad hoc committee. Possible members include reps from ILC and departments: Community Service,

Internship, Special Education, Business Education, Health, Consumer Science, Counselor, mental health, middle school. Meet a couple times to work on a database of known and potential partnerships and where to find them.

Goal Update: Mental Health and SEL

- A social worker was hired for PCSD, housed at SHS this year. This is in addition to our PYS social workers.
- Increase from 2 to 6.2 behavior specialists.
- Increase of .3 in counseling allocations.
- There are now 2 registered nurses at each of our buildings
- Creation of a position; Greta Johnston is filling a one year Teacher on Special Assignment role in the Student Services office to support the implementation of a number of SEL/mental health related initiatives.
- Goal is to be able to provide more prevention level services.

Next Step: Continue SEL committee work, communicate tools to the buildings.

**Share out:**

- Looked at committee evaluation survey. Found areas for growth and things to celebrate.
- Committee information on the website.
- Next Generation Skills rubrics are on the website. Look for professional development.
- ILC looked at the work plan for goals and got updates. Discussed the formation of ad hoc committees and next steps to move goals forward
- Staff changes for Student Services department
- PLC Workshops

**Roundtable celebrate to share:**

Teacher Center: Great summer for Professional Learning with 157 activities were well attended.

District Technology started up Microsoft teams: 500 kids used it this morning. More PD classes coming.

MCE: All school photo theme: “Inspired”

Secondary Standards: Collaborating and writing curricula for every discipline.

Elementary Standards: Finished the last release day for the new report card this year.

SHS: 20 to 30 students were salsa dancing in honor of the day in the building.

TRE: Kids are sorting the letters for Honor Flight veterans.

PDTA: Proud of structural changes this summer. Significant work by the Student Services department.

CRMS: Two 18 years old Shinshinims are spending time at CRMS this year. They are sharing so much

in the classrooms. Students from Modi'in have been visiting and staying with Pittsford families.

CRMS: Forming building wide Community Circles.

Student Services: Students are in charge of the ROC2change summit. We have guest speakers; a former skin head group presenting with the son of a man who was killed by this group. Working together, these two men have started a group focused on combatting hate.