

# Instructional Leadership Council

## Meeting Minutes for November 2, 2023

**Attendees:** Julie Barker, Gina Brown, Angela Carpin, Dwayne Cerbone, Heather Clayton, Maribeth Curran, Kathy Curtis, Shana Cutaia, Meredith Graham, Liz Grizzanti, John Halldow, Sarah Jacob, Amanda Kirkebye, Matt Kwiatkowski, Sheila Lecca, Kate Milne, Jodi Orman, Mark Puma, Teresa Roets, Tish Romas, Kristin Rose, Brian Shafer, Toni Stevens-Oliver, Melanie Ward, Elizabeth Woods

**Chairperson:** Melanie Ward

**Co-Chair:** Julie Barker

**Note Taker:** Liz Norten

*Approved Minutes are on the Pittsford School District ILC webpage and members can access in Microsoft Teams.*

### **Minutes from September 23, 2023 meeting:**

Approved

**Agenda:** Approved

**Book Study Part I:** Members took 20 minutes to independently read their assigned chapter from *Teach for Authentic Engagement*. Next, the group participated in a jigsaw activity with “expert” groups to complete a note-catcher activity. Finally, members regrouped into “home” groups to share their expertise. All home groups completed a note-catcher for the first 4 chapters of the book.

### **Review of the ILC Charter updates:**

Members reviewed the ILC charter with proposed edits indicated and continued to review the remaining sections in the charter.

*Purpose:* Agreed with edits indicated.

*Membership:* Agreed (with the following).

- PTSA will consult with its members and consider adding criteria to their ILC rep nomination process to acknowledge the importance of SEPTA/QUEST/DEI representation.
- Add “or designee” to Student Services and Technology.

*Operation:* Agreed

*Accountability:* Agreed

These proposed changes will be submitted to the Superintendent for addition to DPT agenda.

### **Feedback from Superintendent Conference Day:**

A survey was sent out to the ILC teacher reps with the following feedback:

*What would be the logical next steps?*

- Mini-workshops or demonstrations.
- PLC work.
- PD on instructional moves.

*What can ILC do to support the HUB?*

- Prioritize and highlight selected instructional moves and share best practices and examples.
- Add to Classlink.
- Develop a process to accept and vet new instructional moves submitted by teachers and evaluate against the criteria for the HUB. Create guiding document for new move submission.
- Summer professional learning opportunities (instructional moves grouped in 2 or 3 could be very practical).

*Feedback from the buildings:*

- Elementary: Next Gen Skills highlighted at some staff meetings; some scheduled PLC time where they can delve into the HUB.
- Secondary: revisited Next Gen placemats; all 4 buildings committed to concurrent pacing.
- District: Position building leaders to be able to take back learning to their buildings. Full administrative team engaged in learning. Goal is a whole system of learning.

### **ILC Goals:**

The group reviewed the June 2023 Progress Notes in the ILC Goals document. Items in bold indicate

what we believe should be the emphasis of our work this year. Comments/suggestions included:

- Better define partnership groups.
- SEL benchmarks are shared work between ILC and SEL committee work.
- Educational Structures: add specific Strategic Initiative language.
- Include learning over the course of the year on subjects such as data protocols, universal design for learning, etc.
- Stay connected to the work of all other committees.
- Cornerstone tasks – take to DSLT for guidance.

### **Constituent Sharing:**

Community: challenges between village and town regarding local businesses and parking.

Elem Stds. – new teachers getting up to speed with assessment protocols and field trips; elementary release days.

PTSA (Elem): Super Sale met fundraising goal.

TRE: Hour of Code event; PTSA light the loop; art class made luminaries.

Stds. Sec Core: secondary social studies national conference; world language at state conf; lots of positivity around the hub.

Admin Elem: teachers working incredibly hard right now; kudos to all the teachers.

Admin Sec: secondary principals participating in common equitable exposure to Hub.

ART: 3<sup>rd</sup> grade field trip to Memorial Art Gallery in the spring; new educational outreach person at MAG who would like to push into schools; exciting opportunity.

PRE – second SEL assembly; member of US Women’s Lacrosse team handed out awards; plan assemblies once a month.

PTSA (MS) – thank you to BOE and PCSD administrative team for hosting “Power Hour”. PTSA will continue to promote collaborative experiences.

MCE: very busy with new academics, chorus and band groups, newspaper club and book fair

BRMS – field trips started back up - earth science went to Mendon Ponds and there will be a virtual Holocaust field trip.

JRE – field trips start back up.

SHS: WIN going well - more student movement; Sources of Strength (suicide prevention program) designed to develop communities of learners where all are welcome, is off to strong start.

PDTA: Israeli students and staff continue to be connected; teachers are experiencing increased workloads; mindful of this committee’s good work not leading to additional burden on teachers.

Student Services: district SEL committee has met twice and focused on SEL benchmarks, initial goals and creating a vision statement.

### **Share with constituent groups:**

- Book study – aligned with strategic initiative.
- Updating ILC charter – more relevant and up to date.
- Continue to support use of Instructional Hub and keep it updated.

### **Other topics for future agenda:**

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**Next Meeting:** December 7, 2023