

# Instructional Leadership Council

## Meeting Minutes for September 28, 2023

**Attendees:** Julie Barker, Gina Brown, Angela Carpin, Dwayne Cerbone, Heather Clayton, Maribeth Curran, Kathy Curtis, Shana Cutaia, Meredith Graham, Liz Grizzanti, ~~John Haldow~~, 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 May 4, 2023 meeting:** Approved

**Agenda:** Approved

**Committee Code of Conduct:** The members reviewed the code of conduct. It is an important reminder that all are representing a constituent group and the importance of attendance on behalf of those we represent. As a committee we respectfully engage in challenging conversations that need all perspectives. The committee agreed that this will represent our committee norms.

### **Committee Charter:**

Members reviewed the committee charter and suggested the following changes be forwarded to DPT for consideration and approval:

#### Purpose:

- Eliminate bullet point 3 regarding allocating designated budgets.
- Refer to Strategic Initiative in purpose statement.
- Consensus that ILC functions at a high level around curriculum. It carries the responsibility to set direction and establish processes to ensure that all PCSD curriculum meets the highest standards. Standards leaders execute the vision and two-way communication with this group is vital.

#### Membership:

- Change: President of PDTA, *or designee*
- Change: Teacher Center Dir/PDTA  
*Professional Growth Chair*
- Add: Director of Student Services

- Remove: PSRB member (no longer exists)
- Consider: the committee discussed whether the current number of PTSA representatives sufficiently represented the interests of all learners.

**DPT Committee Survey:** The committee reviewed the results of the ILC committee survey to identify strengths and opportunities for improvement as a committee.

Overall: Results were very positive.

Opportunities for growth:

- Continue to solicit ideas for agenda items
- Remain flexible to set aside more time for a specific purpose (full day)
- Ensure time to be specific about what to share with constituents.
- Continue to ensure that all voices are heard. Consider new technology to increase engagement (Matt K.)

### **Connection Activity:** Group Commonalities

Members were separated into 4 groups and the challenge was to find things that all small group members had in common.

### **Preview of Superintendent Conference Day:**

Members previewed the power point presentation that will be shown in all 9 buildings. This is the culmination of important work done by ILC last year around document integration (the "what") and instructional practices (the "how"). The end result is a digital resource of high-level instructional moves that can be accessed by all - "the Hub".

The day will begin by revisiting the PCSD Vision Statement and re-anchoring everyone in the Strategic Initiative. There will be a guided investigation of the Instructional Hub followed by a jigsaw activity around a common understanding of Engagement, Authenticity and Rigor. A link to the Hub can be found on the Curriculum page on the PCSD website as well as on every building's home page.

The day will conclude with time for each staff member to dive into the hub with the hope that every teacher can find an instructional move to implement in the classroom in the next two weeks. It should feel like a very practical way to strengthen cognitive engagement and increase rigor and authenticity.

Next steps:

- Superintendent Conference Day shouldn't be the one and only experience staff receives
- There will be consistent timing and roll-out of additional staff work with Next Gen Skills, CRSE framework and SEL benchmarks.
- Feedback from the day will be collected and brought back to ILC.

**Book Study Introduction:** *Teach for Authentic Engagement* by Lauren Porosoff

Members received a copy of the Table of Contents and the Introduction pages and agreed that the topic is relevant and timely and that this committee needs to know this work more deeply than most others in the district.

The group brainstormed ways to approach the book study and landed on dedicated "reading time" during each of 3 ILC meetings with a jigsaw activity so that everyone does not have to read the whole book.

**Constituent Sharing:** This is an opportunity for members to share feedback and updates from their constituent groups regarding work related to ILC goals.

SHS: Welcomed Israeli students from Modin who were thrilled to be in the high school and enjoyed

discussing some of the similarities and differences to school in Israel.

ART: community partnership with Memorial Art Gallery. Katie Brown will serve on the newly created teacher advisory council and there will be an open house for all teachers.

MHS: WIN to start 10/11; business dept had 16 students that participated in the CTE program.

TRE: the ShinShinim are working with 8 classrooms at TRE.

ESL: working with new teachers; release days coming up; DEI inquiries.

BRMS: 6<sup>th</sup> graders travelled to Camp Arrowhead – purpose was community building/connection.

PDTA – expressed appreciation to staff and administrators for filling in for vacancies.

JRE – back to school picnic tonight.

Special Education: welcome Theresa McDonald as CSE coordinator.

PTSA: Quest co-chair met with UR math dept to offer an online Linear Algebra course at reduced tuition; Super Sale 10/14-10/18.

ACE: *My Heart* – new text at ACE as part of school-wide project about what it means to belong; paper heart activity and t-shirts.

BRMS – SEL committee chose book for kids to read in classroom; monthly assembly to focus on the meaning of authenticity and students vote on peer that represents that characteristic.

CRMS – creating a positive culture around mistakes.

MCE - Welcome Back picnic last week; selected *Who I Am* to be read in all classrooms and thinking about "what positive affirmations do I use?"

**Share with constituent groups:**

- Reviewed committee charter
- Get excited about the Instructional Hub

**Other topics for future agenda:**

- Close read of ILC charter
- ILC goals work

**Next Meeting:** November 2, 2023