

Instructional Leadership Council

Meeting Minutes for April 18, 2024

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 March 14, 2024 meeting: Approved.

Agenda: Approved

Curriculum Feedback Loop Update:

Melanie provided an update on the work Standards Leaders have been engaged in around the ILC goal:

"An ongoing process has been established to provide a feedback loop between curriculum writing teams and collaborative building teams, ensuring that district curriculum and assessments are regularly reviewed and updated. Alignment with CR-SE Framework and PCSD Equity Goals are considered as part of the ongoing feedback/review loop."

They have been considering the type of feedback that would be most helpful, how and when to collect that feedback, who would be involved in providing feedback and surfacing what we are already doing relative to seeking feedback.

- Specific feedback that could be helpful includes identifying any stumbling blocks for curriculum writers, a collaborative review of student work, and the degree to which the curriculum reflects the Criteria for Curriculum Design Standards.
- General Feedback might include positives, negatives, ideas, and unanswered questions regarding a new curriculum unit.
- Making use of district-wide standards meetings, steering hours, Superintendent Conference Days and the use of technology (forms) are potential ways to gather feedback periodically.

- Standards leaders have been testing a *general* feedback form and a *specific* feedback form that asks for input on SEL benchmarks, CSDF standards and enrichment/support opportunities.

Future Steps:

- Bring any recommendations from ILC back to DSLT.
- Continued work at DSLT including piloting any suggested processes and protocols with each other before launching widely.

Adding moves to the Instructional Hub:

There is value in periodically adding new, high leverage instructional moves to the HUB. To evaluate potential additions, it would be useful to establish a written protocol (process) that aligns with Next Gen Skills, SEL benchmarks and the CRSE framework.

Using a draft protocol as a starting point, members broke into small groups to review and discuss seven different instructional moves to determine if the moves met the criteria or not.

The group came back together to share feedback:

DESCRIPTORS:

- Focus on descriptors that are immediately clear and efficient.
- Is new move transferable, applicable in different curricular areas and across grade levels?

FORMAT:

- Possibly embed the “target” level language for Next Gen Skills that you can highlight?
- Multiple files open on laptop unwieldy.

OVERALL:

- A move might be a useful instructional strategy but not meet the criteria for a high leverage move.
- Not feasible, or useful, to have unlimited number of protocols in the HUB.
- Develop a preliminary checklist of questions for teachers/administrators to answer regarding the proposed protocol before forwarding to committee for evaluation.
- Some interest in creating a document with only the instructional move and the attributes associated with that move.

Constituent Sharing:

BRMS: 7th grade Colonial Belle field trip (missed in 4th grade due to COVID); 8th grade going to Seabreeze.

TRE: ILT working on placement process; successful Israeli delegation visit.

PTSA: congratulations to all PTSA Honorary Life Membership Award winners including ILC members Dwayne Cerbone and Elizabeth Woods. Ceremony to be held on 4/24 at MHS. QUEST guest speaker, Dr. Plucker (Johns Hopkins), held teacher and parent session.

Sec Std Leader: ELA and Math state assessments – all CBT this year and going well.

CRMS: working on staffing for next year.

MCE: looking forward to upcoming Open House.

Art: congratulations to Scholastic Art Award winners.

MHS: ILT continues work on previously conducted equity focus groups; Heritage Day was successful – more student involvement from last year; many thanks to BRMS who will be providing a live audience for Marketing course final presentations.

ACE: 5th grade field trip to JA BizTown with classroom lessons prior to visit; guest speaker mayor of HFL to talk about role in local govt; first Fun Run in May with PTSA.

PRE: planning celebrations for end of year; placement; student council participated in kindergarten info night and was very helpful.

Elem Standards: spring grade level release days featured teacher WIN selections – very positive feedback.

JRE: Grade 2 musical was a success; congratulations to newly tenured teachers; upcoming open house & ice cream social.

SHS: DECA teams reached nationals; Roc2Change summit coming up; Tea Club is a wild success.

PDTA: district remains focused on financial sustainability; proud of our community to keep cuts away from instruction.

Share with constituent groups:

- Nicole Barry named new Teacher Center Director.
- We are developing a process for identifying high leverage moves to HUB.
- Curriculum feedback loop – standards leaders working on.

Other topics for future agenda:

- More work on adding to HUB.
- Any other agenda items for end of year give to Melanie/Julie.

Next Meeting: May 9, 2024