

Instructional Leadership Council

Meeting Minutes for May 9, 2024

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 April 18, 2024 meeting: Approved.

Agenda: Approved

Instructional Hub:

Members discussed a two-step process for adding high-leverage instructional moves to the HUB. The first step would be an initial vetting document to be completed by the submitter. The second step would be an evaluation of the protocol for alignment with the Next Gen Skills, SEL Benchmark and CR-SE Framework.

- ASI would receive vetting forms and bring to ILC for the group's consideration. This group sees the larger picture to determine if a move is transferable, applicable in different curricular areas and across grade levels.
- Submissions should call out 2 or 3 things that connect the high-leverage instructional move to Next Gen Skills - to differentiate from a routine.
- Optional to attach video or student work, but NOT required.
- Include a brief description of what comes next in the process so the submitter is aware of the ultimate alignment requirements; note that not every move will make it to committee.

Questions/Next Steps:

- What is communication/feedback loop after the committee's final determination?
- Thoughts about a possible re-structuring of the HUB will depend largely on the

capabilities of the new website platform. There may be benefits to housing the HUB on its own website page with stand-alone documents that are easier to edit and manage without the "forced links".

Strategic Initiative:

Melanie reviewed the district's efforts to build capacity around the Strategic Initiative in a common way throughout all nine buildings during the year. This began with the introduction of the HUB on Superintendent's Conference Day in October, noting that the HUB is only one of many resources available to help implement the Strategic Initiative.

Buildings also made use of faculty and department meetings throughout the year to continue their work with the Next Gen Skills, culturally responsive instruction and SEL benchmarks.

Members participated in an activity to assess the degree to which the following initiatives are influencing instructional practices in their area:

- Strategic Initiative
- Instructional HUB
- Next Gen Skills
- CR-SE Framework
- SEL benchmarks

Group Feedback:

The activity indicated that, as a district, we are further along with SEL and Next Gen skills as evidenced by our curriculum-writing procedures as well as classroom instruction protocols.

Next Steps:

What should we be focusing on next year to help us achieve our goals of the Strategic Initiative?

- Continue to use Supt Conf Day, faculty and dept. meetings, collegial circles and grade level release days to focus on the Strategic Initiative.
- Provide some specific HUB protocol suggestions for newly created curriculum units.
- Spend more time at EAC and SAC to spread the work to develop a deeper familiarity and create a pipeline of information to buildings; share examples from HUB.
- PDLT to continue their shared commitment to focus on Strategic Initiative in a common way across all buildings.

ILC Goals Review:

Members reviewed the ILC goals document and considered the following prompts in small group discussions:

- How are we doing?
- What have we accomplished?
- What feels like priority work for next year?
- What can we strike?

Melanie took the group's feedback and will update the goals document.

Ad Hoc Committee Updates

Melanie provided the group with brief updates on the work of the 23-24 Grading ad hoc committee as well as the formation of the World Language Study ad hoc committee.

Grading Ad Hoc Committee

- Initial rollout to secondary buildings at faculty meetings on Tuesday.
- Grading practices documents have all been updated to include learning behaviors.
- Data team will include in IC refresher trainings over the summer.

World Language Study Ad Hoc Committee:

- Organizational meeting June 12th.
- Committee members being identified.

Summer Learning

Julie previewed the anticipated summer learning opportunities for the group. Teacher Center Policy Board members reviewed past data and discovered that enrollment in summer programs has been declining over the last few years. One particular concern was participants enrolling in an activity and then not attending. There have been fewer standards leaders coming forward with needs for the upcoming year so the catalog may be a little lighter than normal, but that is not due to any efforts made to reduce the number of offerings.

The summer professional development catalog is expected to be released around Memorial Day.

Other Business:

- Summer Leadership Retreat will be limited to district and building administration. ILC and DPT members will not need to attend.
- Committee members completing their 3rd year of a term were recognized.
- ILC members were asked to complete the Committee Feedback Survey – link provided in Teams.

Constituent Sharing: *all buildings thank the PTSA for a wonderful Teacher Appreciation week. Our elementary buildings will be welcoming visiting author, Hannah Khan, to present to all K-5 students.*

BRMS: end of year concerts, activities and planning for next year.

PTSA: officer slate announced and voting for new leadership team on June 7th.

Sec Stds: AP exams and Math 3-8 assessments just completed; preparing for new Regents exams in Earth and Space Sciences and Living Environment in 2024-25.

TRE: Science of Reading collegial circle with K-1 teachers just completed; Grade 4 to meet with veterans; ILT summer work around how to best serve students with additional services in the WIN structure.

CRMS: working on the 8 go 9 transitions; logistics around hosting the ESY program with summer building construction.

MCE: end of year chorus and band concerts; Open House huge success with a fabulous art exhibit; STEM day May 31st.

PRE: student council donation drive for Lollypop Farms.

SHS: AP exams; fine art festivals; award ceremonies; graduation.

ART: Fine Arts Festivals are SHS May 20 – 24 and MHS June 4-6.

MHS: many departments getting clear touch boards; visiting author coming – Mark Zimmer; small collegial circle on AI; awards ceremonies and end of year celebrations.

ACE: upcoming spring open house; fundraising happening for Fun Run on May 17th with student council helping.

Elem Stds Leader: Superintendent's Conference Day used to target training for teachers; K-3 attended speaker on Science of Reading; 4-5 participated in training on new math grouping practices; very positive feedback.

JRE: end of year concerts – thank you music teachers.

BRMS: Vietnam veterans coming in to share experiences with Grade 8 students; 8th grade also going to Seabreeze.

SHS: 6 students competed in RIT Math competition with top placements; Pittsford Robotics team enjoyed success; senior inquiry presentations have been wonderful to see.

PDPA: retirement party on May 23; chicken barbecue at budget vote with proceeds to fund Barb Shapiro scholarship and to provide meals for PYS.

SPED: varsity unified BB has one last home game – Tues 5/14 at 5:00pm at MHS.

Community: Christin Keller reached out to schedule a presentation to Chamber of Commerce regarding PCSD's Career Internship Program.

SEL: district SEL committee engaged in the development of professional PD learning over summer and hoping to complete SEL survey for students and staff by the end of the year to define goals moving forward.

Julie Barker and Melanie Ward offered their appreciation to the group for their continued dedication to the ongoing work of the district.

Share with constituent groups:

- If you sign up for PD and plans change, please unenroll. Catalog will be posted before Memorial Day.
- Work will continue on Strategic Initiative in 2024-25.

Next Meeting: TBD