

Agenda for **INSTRUCTIONAL IMPROVEMENT COUNCIL** Meeting
3:45 – 5:15 p.m. Wednesday, October 19, 2011
Germantown School District – Board Room

“REACHING FOR EXCELLENCE TOGETHER”

Connecting

- ❖ Welcome
- ❖ Team Norms

Learning

- ❖ Instructional Improvement Council Responsibilities Review
- ❖ School Improvement Plans (Instructional Improvement Council Responsibilities D, IICR – D)
- ❖ Course Changes (IICR – A, B)

Managing

- ❖ Meeting Dates, Agendas, Minutes, Documents
 - <http://www.germantownschoools.org/instructionalimprovementcouncil.cfm>
- ❖ Professional Development
 - <http://www.germantownschoools.org/prodevopps.cfm>
 - This site provides a list of professional development conferences and workshops appropriate for staff based on systems priorities (it is not all inclusive)
 - There is a “Teaming and Training” Calendar that lists events occurring in district and out of district related to our systems priorities and/or school improvement plans. The purpose is to know how many people are expected to be involved.
- ❖ Assessment Calendar
 - <http://www.germantownschoools.org/teachingandlearning.cfm>
 - This site shows the assessment windows and scoring windows for assessments occurring throughout the district.
 - It is meant for a communication tool with the community.

- ❖ Systems Priorities and IIC
 - Engage community partnerships to classrooms through service learning
 - Determine current level of resources by level
 - Research and survey schools regarding service learning
 - Develop action plans (to be presented at site data retreats)
- ❖ Junior Achievement

Closing

- ❖ Next meeting date/time (See website)
 - Agenda items:

Process for Course/Program Addition, Deletion or Modification

1. Recommendations for course/program additions, deletions or modifications shall be presented to the subject area curriculum steering committee by April 1 of the school year proceeding the school year in which the proposal shall be considered for adoption. High school course proposals shall have received the acknowledgment of the high school department and administration prior to submission to the steering committee.
2. K-12 curriculum steering committees shall provide an initial endorsement, an endorsement with modifications, or a rejection by May 1 of the same school year mentioned above. A definite Course outline is to be developed prior to further consideration by the K-12 committee in the fall.
3. By October 1, the finalized course proposal shall be presented to the subject area curriculum steering committee for review, adoption or rejection.
4. The approved proposals shall be presented to the Instructional Improvement Council by November 1 for discussion and review.
5. The Instructional Improvement Council shall take final action relative to course/program proposals at the scheduled end of November meeting.
6. The Board shall act on the proposals no later than its last meeting in December.

Instructional Improvement Council Responsibilities

The Instructional Improvement Council monitors and reviews all recommendations relative to the instructional program. The Council sends recommendations to the Administrative Council and to the Board of Education.

- A. To act on program modifications.
- B. To recommend modifications to the Administrative Council and Board.
- C. To endorse textbook adoptions.
- D. To receive and analyze reports that impact the instructional program:
 - a. achievement testing
 - b. curriculum evaluation, audit reports and implementation plans
- E. To recommend and assist in implementing effective staff development programs.
- F. To review curriculum steering committee goals.
- G. To update the K - 12 curriculum long-range action plan as necessary.

COMMITTEE MEETING DATES	POTENTIAL TOPICS
Wednesday, October 6, 2010	Course Additions Science Timeline School Improvement Plans and Curriculum Impact
Wednesday, November 10, 2010	Response to Intervention Overview RTI Implications on curriculum
Wednesday, December 15, 2010	New Teacher /Mentoring Activities K-12 District Writing Assessment Wisconsin Graduation Summit
Wednesday, January 12, 2011	Professional Development New Teacher Project ESEA Updates School Improvement Plans Mid-Year Review Textbook Adoption Requests/Instructional Materials Requests
Wednesday, February 9, 2011	Textbook Adoption Requests/Instructional Materials
Wednesday, March 16, 2011	Textbook Adoption Endorsements Course Proposals for 2010-11
Wednesday, April 13, 2011	
Wednesday, May 11, 2011	END OF YEAR REVIEW