

**MINUTES for INSTRUCTIONAL IMPROVEMENT COUNCIL Meeting**  
3:45 – 5:15 p.m. Wednesday, October 6, 2010  
Germantown School District – Board Room

***“REACHING FOR EXCELLENCE TOGETHER”***

Connecting

- ❖ Welcome
  - Members of the IIC introduced themselves and shared why they would like to be a part of the IIC.
  - There are approximately 26 members on the IIC this year including administrators, teaching staff, an instructional specialist, a reading specialist, school board members, and a parent/community members.
  - Thanks to all of you who continue to commit your time to Germantown Schools !
- ❖ Team Norms
  - The members read and discussed a document with team norms.
  - The members shared their reflections about why team norms are necessary in a professional committee setting.
  - Members of the IIC adopted the team norms as presented.

Learning

- ❖ Instructional Improvement Council Responsibilities Reviewed.
- ❖ School Improvement Plans (Instructional Improvement Council Responsibilities D, IICR – D)
  - High School Principals, Joel Farren, shared an overview of the HS school improvement plans. Goals include creating/fostering a school environment conducive to learning for staff and students, as well as a goal regarding academic achievement. Mr. Farren highlighted new initiatives in his building that are underway in an effort to reach the goals.
  - Middle School Assistant Principal, Mark Kaminski, shared an overview of KMS school improvement plans. The goals were developed through a data retreat setting. Goals include a focus on student achievement, professional learning communities, and establishment of core beliefs regarding grading
  - Thank you to the principals for sharing their goal setting and action plans!

- ❖ Course Changes (IICR – A, B)
  - (See Reverse Side for Process)
  - Advanced Placement Biology
  - Human Anatomy and Physiology
  - Science course adoptions timeline
    - The HS science department chair and an instructional specialist presented budget documents regarding the pending board approval new courses.
    - A revised science course adoptions timeline was reviewed.

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| Managing |
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- ❖ Meeting Dates and Times (See attachment: Time Table/Topics)
- ❖ Updates on upcoming events through January – upcoming professional development opportunities.
  - Writing Assessment Scoring – October 11, possibly additional dates
  - Child Care Conference – October 8, required for licensure updates
  - AP English Language and Comp Workshop – October 15
  - 4<sup>th</sup> Grade Einstein Science Curriculum Training – October 20
  - WATG Conference – October 7-8
  - Communicating with Parents & Families/ The IEP - October 4  
1/21-22, 28-29, 2/7, 2/17-18, 3/3, 3/16-17, 4/11, 4/13-14.
  - Coaching & Observation Strategies ED643 – October 13,14
  - Analyzing Student Work to Guide Instruction ED644 – November 10,11
  - Assessing Student Understanding & Achievement - December 6
  - Instructional Mentoring ED642 – January 12,13
  - Differentiating Instruction: Entry Points - January 18, 19
  - Understanding, Supporting & Facilitating the Spirit of PI-34 ED690
  - Matching Instruction to Students Needs / Building Connections to Meet the Diverse Needs of Learners
  - Coaching & Observation ED643
  - Coaching in Complex Situations
  - Analyzing Student Work to Guide Instruction ED644
  - Self-Reflection & Goal Setting
  - Mentoring for Equity
  - K-12 Curriculum Committee meeting dates? –
  - Wisconsin Graduation Summit – December, March
  - District In-service/Work Day – November 29, January 21, March 11, June 10
  - Response To Intervention Steering Committee Dates and
    - October 5, 2010 – Collaborative Times, teaming templates
    - December 14, 2010 – Development of critical learning targets, differentiation versus intervention

- January 19, 2011 – Training on creating and analyzing data walls
- March 3, 2011 – Develop vision of how SIMS, collaboration, learning targets, differentiation, data walls, and interventions fit together.

Closing

- ❖ Next meeting date/time
  - 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.

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