

Minutes for **INSTRUCTIONAL IMPROVEMENT COUNCIL** Meeting  
3:45 – 5:15 p.m. Monday, February 21, 2011  
Germantown School District – Board Room

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

Connecting

Learning

- ❖ School Improvement Plan updates/progress (GHS and Elementary)
  - Joel Farren, David Towers, Marc Lehnerer presented progress made toward high school goals
  - Karen Reiss presented progress made toward elementary school goals
- ❖ Graduation Summit Overview (Jim Blackburn)
  - Jenny Ganske gave the committee an overview of how the Graduation Summit Committee was formed.
- ❖ NEOLA 2605C – review/revise
- ❖ Textbook adoptions in past years document
  - See Jenny Ganske
- ❖ Curriculum cycle
  - Jenny Ganske is working with other school districts in the area to develop a “regional curriculum cycle” to see if it is a viable option for curriculum adoptions.

Managing

- ❖ Meeting Dates and Times (See attachment: Time Table/Topics)
- ❖ Universal Screener Update
  - District Training February 22, 2011 onsite. 40 participants in a train the trainer model.
  - First testing season: April 4-21, 2011 grades 3-9 in reading.

Closing

- ❖ Next meeting date/time: March 16, 2011 3:45-5
  - 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>
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	
Wednesday, April 13, 2011	Textbook Adoption Endorsements Course Proposals for 2010-11
Wednesday, May 11, 2011	Universal Screener Update END OF YEAR REVIEW