



MEMO

Date: 2/12/19

To: Dr. Ed Condon, *Superintendent*

From: Dr. Alison Hawley, *Director of Curriculum and Instruction*

RE: February Institute Day

On Tuesday, February 18, 2020, the district will host a Full Institute Day for all certified teaching staff. The day will focus on Standards-Based Learning unit planning with Mandy Stalets, author of *“Standards-Based Learning in Action: Moving from Theory to Practice.”* The day will begin with a keynote presentation to set the stage for the work, and the majority of the day Ms. Stalets will meet with grade level and content area teams to provide guidance and feedback as teams work through the standards-based learning process.

Prior to the Institute Day, grade level and content area teams provided questions to Ms. Stalets, allowing her to tailor the keynote presentation to identified needs, and provide targeted learning experiences for each group during the working sessions.

The Superintendent’s Leadership Council will review the evaluation feedback at its next meeting to guide the revision of strategic time lines and planning of future professional learning experiences.

February 18, 2020 Institute Day Agenda	
8:00-8:30a.m.	Welcome! Bagels and Coffee for all staff
8:30-9:00a.m.	Keynote Presentation by Mandy Stalets
9:00-9:45a.m.	Small Group Session #1: Arts, Music, and Physical Education, World Language Teams
9:45-10:30a.m.	Small Group Session #2: Grade 6-8 English Language Arts, LLC, Tech Specialist Teams
10:30-10:45a.m.	BREAK – Q & A
10:45-11:30a.m.	Small Group Session #3: Grade 5-8 Math, Science, Social Studies, STEM Teams
11:30a.m.-12:45p.m.	LUNCH – Q & A Opt-In Session
12:45-1:30p.m.	Small Group Session #4: K-2 Classroom Teachers
1:30-2:15p.m.	Small Group Session #5: 3-5 Classroom Teachers
2:15-2:45p.m.	Q & A Session
2:45-3:10p.m.	Closing and Evaluations