



Board of Education

TO: Board of Education
FROM: Gloria Trejo, Assistant Superintendent of Teaching & Learning
DATE: January 19, 2023
RE: County-Wide Institute Day 2023

This memo is:

- Information only.
- Information with a recommendation, and a request for Board consent.
- Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: _____

Previous memos on this topic can be found:

- in previous Board packet(s) dated. _____
- or attached to this memo

Basic information:

Below is the plan for County Institute Day that will take place on March 3, 2023. Elementary classroom teachers, under the guidance of building principals, will be provided the opportunity to collaborate with their grade level colleagues. Building administrators will lead a specific grade level to review and discuss curriculum assessments. The grade levels will grade assessments collectively to ensure consistency across the district. Teachers will be guided to discuss the standards to ensure students are meeting the full scope of their grade level standards when completing their assessments. Teachers will also work together through a variety of data scenarios to discuss instruction and best practices to meet the needs of students.

Additionally, elementary teachers will be offered numerous PD sessions to choose from, all of which align to our district goals, strategic plan and strategies. In October, we sent out a survey to all staff to gather input on the structure of their institute day. These sessions will be facilitated by a coach from the American Reading Company, Dual Language Reading expert, and teacher led-sessions. The schedule reflects their input and feedback.

All middle school staff, all student services, and para's will be attending sessions offered from the DuPage County-Wide Institute. The agenda for D33 County Institute Day is attached [here](#).

Background or historical information:

Teacher institute days are opportunities for teachers to learn new curriculum, materials, techniques, best practices, and to develop specific knowledge in their areas of teaching. For school officials, these days provide their staff with professional development and strategies to keep ahead of technological advancements. According to state regulations, a maximum of four teacher institute days is set aside in the required 180 school day calendar. Each of the state's 867 districts determines its own needs to fill its teacher institute days.

Previous decisions, actions or parameters that relate to this topic or issue:

In addition, a variety of sessions are open to educators in DuPage County. These sessions are viewable [here](#). This allows opportunities for teachers to collaborate with other content teachers in other schools/districts. Additionally, it provides classified staff to participate in sessions that will

enhance their knowledge while collaborating with others. Staff members who will be participating in the DuPage county sessions are as follows: PreK, Elementary Specials, Specialists, Nurses, Paraeducators, and Lemman Middle School teachers. These sessions are content-based which provides the opportunity for DuPage educators to collaborate.

Recommendations:

Other questions? What else does the Board wish to know?: