

LITERACY/CURRICULUM MEETING MINUTES 9/4/13

• CLASSROOM OBSERVATIONS

- Principals were reminded to inform their staff that Central Office Administrators will be visiting their classrooms to observe teaching and conducting instructional audits. These visits are informal observations and will not take the place of formal observations conducted by Principals. Mrs. Miller visited a 1st grade classroom at Lowell and commented on the wonderful instructional practices observed.

• INSTITUTE DAY 10-11-13

- The layout will be similar to the beginning of the year Institute day, where there will be several sessions offered at once. This day will also offer optional sessions, in order to give teachers more choice. Mr. Rizzo has been discussing the great feedback of the PE presenter with the PE staff and all are extremely excited about her return. Mrs. Miller will reach out to other surrounding districts to see if they would like to join if the presenter is available. A draft will be sent to Principals, in order to offer any other suggestions.

• PROFESSIONAL DEVELOPMENT CALENDAR

- Professional development guidelines for administrators are being compiled with Dr. Adams. A professional development calendar will be shared on Microsoft with all Principals, where they can view upcoming sessions and add those that they know about, as well. Fliers will be uploaded to the calendar, as well. Once the guidelines are finalized and approved, a copy will be sent to Principals.
- Mrs. Owens discussed the \$10,000 grant given through CEC for GSU participating districts. Fliers for CEC were distributed so Principals could look through and find what they were interested in.

• SES

- Supplemental Educational Service protocol and guidelines were discussed. Mrs. Miller has been receiving responses from the providers contacted and is planning a district-wide fair. The fair will be held either at Brooks Middle School or Bryant Elementary School and will include mandated Title I sessions and activities for students. More information is forthcoming.

• ASSESSMENTS & INTERVENTIONS

- The assessment window opens next week. Once Discovery and AIMSweb benchmarks are complete, schools should immediately begin assessing students for Read 180/S44.
- Imagine Learning classroom intervention information was disbursed for in-class interventions. A demonstration meeting will be set up for Principals and Mrs. Miller will contact the representative, in order to arrange a classroom visit in one of the other districts that are implementing the program already.

• OTHER ITEMS OF DISCUSSION

- Enrollment: District enrollment information was discussed. Principals gave their current numbers as of September 4th as they knew them: _Angelou:220; Lowell:215; Bryant 413; Whittier: 230; Sandburg: 117; Holmes:388; Brooks: 430; Riley:159
- Conferences/Workshops: Request procedures will be adhered to and followed: Requests should be submitted at least 2 weeks prior to the conference/workshops; all backup information needs to be included; Principals need to approve and sign requests; once approved, a confirmation email will be sent; a report is due within two weeks of attending the session. Principals were reminded to be mindful of the approval process and ensure that the requests are appropriate.
- Field Trips: Field trips need to be relevant and educational. Principals should be aware of the activity and itinerary and the funds should be coming from the schools.
- Books: All schools, with the exception of Holmes School have books. Some of the books at Holmes disappeared in the building move. Books should arrive within the next few weeks. Principals were reminded that the old books ARE NOT aligned to the Common Core State Standards and as suggested, teachers should supplement with resources and not employ instruction dependent only on a book. A Curriculum Adoption committee will be comprised and new Common Core aligned resources will be voted on and implemented.
- Science Labs: The Science labs are not aligned to the new Next Generation Science Standards. Brooks purchase lab materials at the end of the 2012-2013 school year, but all schools need to update Science materials.