



# WEST CHICAGO ELEMENTARY SCHOOLS

*Together for Excellence ★ ¡Juntos por la Excelencia!*

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## Board of Education

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**TO:** Board of Education  
**FROM:** Jenny Brunke, Assistant Director of Teaching and Learning  
**DATE:** January 23, 2025  
**RE:** County Institute Day 2025

**This memo is:**

- Information only
- 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

<b>Basic Information:</b>
Below is the plan for County Institute Day which will take place on February 28, 2025.  This year, elementary staff, middle school staff, student services, and paraprofessionals were offered the opportunity to attend sessions offered in the DuPage County-Wide Institute/SASED course catalogs. These offerings include professional learning in a variety of topics including but not limited to building language development, supporting newcomers, embracing neurodiversity, teaching executive functioning skills, and more. Linked below are overviews of sessions offered through <a href="#">Dupage County</a> and <a href="#">SASED</a> .  In addition to the sessions mentioned above, D33 is offering Day 1 of Kagan Training for any staff who have not yet been trained or feel they are in need of a refresher course. Kagan training supports staff in student grouping and implementing cooperative learning structures. The session will be held at Lemay Middle School and will be facilitated by the Department of Teaching and Learning in conjunction with a certified Kagan trainer.  Finally, all D33 art teachers will be attending an Art Therapy Training run by the Center for Creative Arts Therapy Staff. This session will take place on-site in Downer’s Grove.
<b>Background/Historical Context:</b>
Teacher institute days are opportunities for teachers to learn new curricula, materials, techniques, and best practices, and to develop specific knowledge in their areas of teaching. These days are for school officials to provide their staff with professional development and strategies. 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.
<b>Previous decisions, actions, or parameters that relate to this topic or issue:</b>
In order to increase opportunities for collaboration with colleagues outside the district, The Department of Teaching and Learning opted to “send staff out” for County Institute Day this year. In addition to providing opportunities to collaborate, the number of sessions offered is quite expansive which provides staff with more targeted choice in their

professional learning opportunities. Any staff who opted to attend virtual PD offerings on County Institute Day will attend the virtual sessions from their respective school buildings.

**Recommendations:**

N/A