

# Minutes of Education Committee Meeting Of November 28, 2012

## The Board of Education Harlem Consolidated School District

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An Education Committee meeting of the Board of Education of Harlem Consolidated School District was held Wednesday, November 28, 2012, beginning at 6:00 PM in the Harlem Administration Center, 8605 North Second Street, Machesney Park, IL 61115.

1. Call to Order by Jacque Ruch in the absence of Heather Kelley, Chairman
2. Roll Call  
John Cusimano, Terrell Yarbrough, Mickie Erb, Evelyn Meeks, Kris Arduino, Jacque Ruch, Barb Browning, Julie Morris, Shane Caiola, Caroline Pate-Hefty

Audience: Elana Schelling-Tufte and Kim Lewis

3. Approval of Agenda  
**Motion to approve Agenda**  
**1<sup>st</sup> Erb 2<sup>nd</sup> Browning**  
**All voted aye**  
**Motion carried**
4. **Motion to Approve Minutes of October 17, 2012**  
**1<sup>st</sup> Erb 2<sup>nd</sup> Meeks**  
**All voted aye**  
**Motion carried**

5. Comments from the Community  
none

6. District Title I Plan presentation  
Presenter: Michelle Erb, Director of Curriculum  
Ms. Erb presented the Title I Plan noting that most of the Plan remains the same but the District is now using STAR Reading, Math and Early Literacy which is replacing DEA for assessment.  
One change from the original plan in that we have not made AYP in five Title I buildings is to offer Supplemental educational Services to two of our buildings as per NCLB. Choice was offered at one of the elementary buildings with 89 requests which have been approved. We opened two new classrooms, and all requests for spots at neighboring districts were denied.

The greatest change occurred in the area of parent involvement with the Stakeholder Engagement Department and Engagement Tool (FET). Many workshops are held throughout the District to share learning and opportunities. There are reading and

math nights, and a PTO/PTA Summit is scheduled for the Summer of 2013. The Parent Resource Center is also another new facet to the Stakeholder Engagement Department.

Dr. Browning noted that due to low income status Ralston does qualify to be a “targeted assistance” school and but they will now receive some of the assistance. If they maintain that status they may become a school-wide school next year which means that every student will have the same opportunities and receive the same resources. Title I funds will remain the same if this occurs as there is no increase in Title I funding.

#### 7. Program Review Cycle

Presenter: Dr. Barb Browning & Directors

Dr. Browning noted that the program review process will continue pretty much as it was determined from last year.

The purpose of program review is to review programs to make sure they are aligned with the Long Range Plan Goal 1 – “The District will develop a framework for analyzing the success of academic programming”.

This year we will be looking at the High School Restructuring Plan, the Maple Calendar and ELL Programming. Effectiveness and added costs will be evaluated and recommendations will be made to the Board. Added costs are food service, intersession, bussing, professional development and sharing of staff for the Maple calendar, enrollment data, attendance data, discipline data, student achievement data and perceptions of parents and staff by surveys that will be sent out.

The High School Restructuring Plan will be reviewing the 9<sup>th</sup> grade campus, academic achievement of freshman students and attendance and discipline for these students.

Directed Studies will be reviewed, Drop out data, Data Teams will be reviewed, as well as the increase of AP class offerings and graduation data.

Dr. Browning presented in the absence of Margo Sickele.

ELL programs will be reviewed to see what they look like in order to be effective. Items that will be considered will include outcomes for program deliver, certification requirements, curriculum, staffing, assessment results for ELL students, professional develop and what the next steps will be.

Mr. Yarbrough asked if any surveys would be done. Dr. Browning responded that we will be conducting surveys to gather data.

#### 8. Professional Development Summary

Presenter: Kim Lewis, Professional Development Coordinator

Mrs. Lewis updated the Committee regarding professional development the District is now placing its focus. District and School Improvement Plans drive professional development which is research based, following the current trends and best practice.

Surveys are submitted for input from administrators and staff as to what they need in the way of professional development.

Feasibility is also a factor. She noted that we need to have locations to hold professional development and what populations are being targeted, i.e. elementary, general education, special education or secondary. There are a few funding sources – Title I and Title II (teacher quality). We rely heavily on special education resources and SSOS from the Regional Office.

Common Core Standards is a driving force in professional development that was offered this past summer as well as in the future. Common Core is aligned with college expectations and is focused on building higher thinking skills. It is also internationally benchmarked.

This past summer teachers were focused on Common Core. Reading coaches along with the Director of Curriculum met as a core group of 60 teachers that looked at ELA to align the curriculum to Common Core Standards. Those 60 teachers then trained their grade level peers.

We did some level 2 guided reading training this past summer. This year we are focusing on grades 2 and 3. 9<sup>th</sup> grade received a new textbook this year. There were several requests for Six Trait Writing so we focused on this for 1-6, 7-12 and a content area. Kindergarten is now in progress of being trained.

Math curriculum guides were created the previous summer so this past summer we updated these. A large focus was on 7<sup>th</sup> grade math by the Math Coach. Parker Center received a new text book and teachers have been trained on this new textbook.

There remains focus on continuing to develop Star Enterprise and training in this area with teachers training teachers, as well as additional assessment work on Storytown.

Smart board training is also a much requested area of professional development. We do have a significant number of certified Smart Board trainers in each building. We have also offered Smart lesson development.

In the area of special education we continue to work on professional development with the new RN's placed into building. Safe Crisis management training is offered during the summer. We have internal trainers which train people in their respective buildings. Autism is offered as a one-day workshop.

Instructional Best Practice is an area where Kim Lewis and Megan Hembrough will become certified trainers and will develop workshops for the Harlem District.

Mentor/Mentee is another area that continues to grow professionally.

Administrator Leadership team was provided professional development in internet safety and cyber bullying, and a retreat offered by Dr. Morris.

Caroline Pate-Hefty presented the English Language Learner program. She noted that areas that we need to look at for example are centralizing goals, determining what they are; we are also looking at how to support the ELL students to meet their needs with 26 languages and 146 students. We are looking at certification requirements, curriculum, assessment of student's knowledge level and progress level. We are looking at how best to utilize paraprofessionals with ELL due to the fact that they are not typically bilingual. At this point 70% of all ELL students are identified as special needs. We need to talk about how we continue to support staff and keep pertinent data over time for students. We are currently in the third year of formal programming.

Mr. Cusimano noted that if you would like to see a great ELL teacher, Ryan Brown is doing a great job with students.

9. Next Meeting Date: Wednesday, January 23, 2013, at 6:00 p.m.

10. Adjournment

**Motion to Adjourn**

**1<sup>st</sup> Yarbrough 2<sup>nd</sup> Morris**

**All voted aye**

**Motion carried**

The meeting adjourned at 6:42 p.m.