



A Community of Learners

Informational Memo: August 2018 Institute Days' Overview

TO: School Board
Trisha Kocanda, Superintendent

FROM: Daniel Ryan, *Assistant Superintendent for Professional Learning and Human Resources*

September 25, 2018

Each August it is the practice of the District to open up the school year using Teacher Institute Days. In the past we have alternated each year between using a single Institute Day with Two Institute days. During negotiations with the WEA on the contract extension it was agreed that going forward, we would place two Institute Days ahead of the first day of school each year.

The reason for the shift is to accommodate the many tasks that need to be accomplished ahead of the school year. In addition to the welcome we provide all teachers in the Washburne Little Theater, faculty are able to spend time back in their buildings for articulation meetings, grade level discourse, classroom set up, and school improvement plans.

This year we welcomed all teachers from 8:30 – 10:00 in the Washburne Little Theater on Thursday, August 23rd. Below is what was accomplished. The welcome was highlighted by Dr. Kocanda's presentation that addressed the topics below accompanied by a presentation interspersed with videos.

- Trisha Kocanda: "We Inspire" Welcome
 - "Honor your impact" and "Do Something Amazing"
 - Reaching All Learners
 - Future Ready D36

- Introductions of new administrators: Ben Horwitz and Betty Weir

The morning included a video of students welcoming the teachers back to school and sharing their excitement and advice. Faculty left the auditorium enthusiastic and ready to continue their meetings back in their buildings.

For the remainder of the day on August 23 and all day August 24, faculty returned to their buildings for continued meetings. In addition they used the afternoon of August 27th for continued meetings.

Building Level Faculty Meetings:

Thursday, August 23 11:00 – 3:15	Friday, August 24 8:30 – 3:15	Monday, August 27 12:30 – 3:15
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These meetings encompassed a variety of building specific topics. However at all of the buildings there was discussion around the following:

- Articulation Meetings: Continued faculty discourse between grade levels and within teams regarding student needs.
- Policy Discussions: Update on policies in the District for faculty awareness, including discussion of “DCFS Common Sense Guidelines” regarding faculty interactions with students as well as new Multi-Tier Student Support (MTSS) procedures
- Future Ready D36: Trisha Kocanda met with each faculty to discuss specifics regarding the upcoming school year and Future Ready D36.
- Grade Level and Team Meetings: Time for teams to get together to discuss curricular and other goals for collaborative planning and curricular integration.

This year there has been an increased emphasis on training for our associates.

- August 3, 2018: Collaboration Workshop at Skokie School: Kelly Tess and Betty Weir on shared understandings of roles, expectations and routines in the classroom to benefit students to Skokie Associates and Special Education Teachers. During the month of September Daniel Ryan and/or Beth Martin will be provide similar workshops in each of the other buildings.

- August 22, 2018: Associates were invited to attending a full day Crisis Prevention Intervention (CPI) training in which we had 22 associates complete their annual training for the year. We will continue to offer CPI training this fall with the goal of 100% associate certification
- August 24, 2018: All associates in the District spent Friday afternoon from 12:30 – 3:30 attending a workshop given by NSSSED entitled, “Special Education 101” to address roles and responsibilities in the classroom.

Feedback from faculty and staff was collected after the Institute Days.

- 96% of faculty strongly agreed or agreed that the “outcomes of the professional development were clearly identified as the knowledge and or skills that I should gain as a result of my participation”.
- 91% of faculty strongly agreed or agreed that, “this professional development will impact my professional growth or student growth in regards to content knowledge or skills, or both”.

Such time is greatly valued for all to gather the same messages regarding the vision and goals for the upcoming school year.