



A Community of Learners

Informational Memo: August 2016 Institute Day Recap

To: School Board
Trisha Kocanda, *Superintendent*

From: Daniel Ryan, Assistant Superintendent for Human Resources and Professional Learning
Tammy Kerouac, Teacher on Special Assignment (TOSA)

Date: September 20, 2016

The 2016-2017 school year opened with 2.5 Institute Days, available for our faculty to use for policy and procedure updates, curricular preparation, and professional learning. Opening Day content highlighted our District's shared vision a primary focus for the upcoming school year, with an emphasis on four areas: *Reaching All Learners, Experiential Learning, Facilities and Finance, Effective Communication*. In addition, the District put a significant emphasis on our need to communicate the WHY behind what we do with students and in our decision-making.

August 25 Institute Day Schedule:

Session I: Welcome, Messaging from Trisha and Group Activities

- ☐ Welcome by Trisha Kocanda, followed by staff engagement activity focused on our Vision Staff Engagement, Table activity reflecting on critical teaching moments,

Session II: Breakout Sessions

- ☐ Certified Faculty, *PERA Presentation*
- ☐ Associates, *New Job Description and Evaluation Tool*
- ☐ Technology and RC Associates, *Computer Updates*
- ☐ Secretaries, Central Office Staff, Nurses, Custodians, *School Safety*

Session III: Wrap up

- ☐ Slideshow acknowledging new and tenured faculty
- ☐ Trisha Kocanda, review of District Vision, send off
- ☐ Introduction of new administration, wrap up, thank you

The morning was a reflection of the community building that teachers would soon be doing with their own classrooms. Staff had an opportunity to connect on a personal level and engage in thoughtful conversations about professional practices.

August 25 Afternoon / August 26 All Day / August 29 Afternoon

Faculty and staff departed to their buildings for meetings with fellow faculty. These meetings encompassed a variety of building specific topics. However there were shared discussions at all buildings around the following:

- ❑ PERA: PERA Committee Presentation followed by discussion to generate a list of questions faculty still have regarding PERA procedures.
- ❑ Enrollment Balancing Project: Greg Kurr and Trisha Kocanda went to all buildings to share out the goals and timeline for this project, which is seeking input from the community on balancing enrollments in the District.
- ❑ Articulation Meetings: Continued faculty discourse between grade levels and within teams regarding student needs
- ❑ Policy and Procedures: Update on legislative changes to policies related to Student Behavior (effective 9/1/16) and administrative procedures on the topic of concussion awareness and transgender students and gender-expansive students.
- ❑ School Improvement Plans: Faculty discussion on building-based focus connecting to vision
- ❑ Associate Training: Friday afternoon on “*Behavior Interventions and De-Escalation Strategies*” by Kelli Hunt, Behavioral Specialist, NSSD
- ❑ MAP Training: Training for teachers of grades 3-8 on how to prepare students and proctor the MAP assessment.