

Instructional Council Minutes

August 31, 2015

Meeting Attendance: 89%

Welcome-

- Meeting Began @ 3:31 PM
- 1. Welcome –
 - Lynne Walker - Elementary Language Arts
 - Adoption Year ☺
 - Suzie Pierce-Perez – Fine Arts
 - Working with/overseeing Elementary FA programs!
 - Belynn Pierce – Social Studies
 - Offers a lot of expertise in S.S.!
 - Amy Horton – Valencia Representative
 - Good to have as a rep this year!
 - No Adoption Chair 2015-2016
 - Since Mr. Gormley cross-trained on the adoption process in 2014/2015, then we will not have that position this year (saves on the budget, as well).
- 2. IC Mission & Vertical Team Job Description – Please sign and return to Kristin (handout #1 – Mission Stmt)
 - Mission Changes
 - The mission represents what the Instructional Council (IC) is, what Vertical Teams (VT) are meant to do & what we are trying to accomplish with IC.
 - The VT Leaders should relay less IC info to teams and try to advance their respected content area. The goal is to add value, grow and enhance VTs. Just going over IC notes will not advance the VTs.
 - Job Description Changes
 - Communication is an important part of the VT Leader's job but the major role is to add VALUE to the team.
 - VT Leaders are INSTRUCTION LEADERS of our district and IC is meant to keep you well informed in order to answer questions of staff within the district. You will also manage/assist your teams to align curriculum, standards and even assessments, as necessary. Mr. Van Wettering will meet with any leader to go over your role as a VT Leader, if need be.
 - Change to Duty #7 – so much that happens on VTs set a tone for the district & the year.

- Change to Duty #13 – set goals & objectives for team at the first meeting. VTs are about making CONTENT better!
3. Instructional Council Calendar 2015-2016 (handout #2 – IC Calendar)
 - The year's events for IC have been scheduled, for your reference.
 4. Vertical Team Matrix – Update Meeting Locations (handout #3 – Vertical Team Assignment for 2015-2016 & handout #4 – Vertical Team Meeting Locations)
 - The principals have updated their school staff with Kristin. The VT Matrix lets you know who is on your team and is a template for attendance. The locations of VTs are also included on the VT Matrix and on a single handout.
 5. Summer Work
 - THANK YOU!!!
 - Secondary ELA adopted and updated curriculum maps.
 - Secondary Math updated their curriculum maps with the promise that the students “will know” for the next grade. At secondary level, must set up the curriculum maps to teach everything necessary from the beginning of school until April – when PARCC testing will begin. The last quarter of class will reinforce the expectations for the next grade preparedness.
 6. ***Attendance***
 - Share email from DVW with members.
 - Attendance in the past has not been too great, some employees never showed up to a VT meeting for an entire year. *This is not acceptable anymore!*
 - The members MUST notify you (VT Leader) and Kristin Tivis @ Central Office if they will be absent – whether district obligation or not.
 - 1st Unexcused Absence: Principal notified
 - 2nd Unexcused Absence: Principal notified & receive a NOTE from Mr. Van Wettering
 - 3rd Unexcused Absence: Principal notified & MUST meet with Mr. Van Wettering
 - The VT member is excused if they must miss because of a district obligation but must still notify proper contacts.
 - Cannot have VT Meeting & take care of business if members do not show up!
 7. Riverside Short-Cycle Assessment
 - Could be some confusion because there is a Riverside Common Assessment (Common) -created by the educators on Data Director/Data Management- and this year there is the introduction of the Riverside Short-Cycle Assessment (SCA). Some Differences Include:
 - Common – made up by the instructor; similar to a 9-week exam in terms of given during regular class times and should not disrupt any more than a 9-week exam; tests ELA & Math for grades K-12 & Science for grades 4-11; these types of assessments have always been given to students to determine if the district is

accomplishing what is needed/wanted; grades K-8 assessments can be broken into smaller parts – as long as all test questions are asked; PHS is the only school required to give a 9-weeks tests.

- SCA – assessments will occur 3 times per year (BOY, MOY, EOY); this assessment only needs to be proctored (do not have to make up test); similar to the Discovery Assessment; computer based assessment; there will be 5 sessions per student – 1st will be a tutorial on taking the test, ELA has 2 parts, Math has 2 parts (grades 2 – 5/6 will have 30 minute each test sessions & grades 6/7+ will have 45 minutes each test session); principals will be sharing more information with their staffs soon.

8. PARCC results

- PHS results should arrive in October 2015 – those students that did not pass, must pass before they can graduate.
- Other grade results should arrive approximately November/December 2015.

9. Assessment Calendar – Assessment Audit (handout #5 – District Test Calendar)

- Needs updated with the Kindergarten Observation Tool (KOT) assessment & the test window is within the first 30 days of school beginning.
- You can also find assessment dates on the Google “Assessment Calendar” that is shared district-wide

10. Adoption Process – Language Arts, Grades K – 5

- This will be a beneficial adoption for the elementary schools.
- Mr. Van Wettering and Ms. Lynne Walker will be working on the adoption this year.
- Working on scheduling publisher presentations for the adoption. Will invite all involved at a later date.

Plus	Delta	RX
+Good Information		- Losing Other VT Leaders
+New VT Leaders		
+New/Reconfigured VTs		
+Good Meeting Time		
+Integrating SPED into VTs/ Other Perspectives		

IMPORTANT DATES

August 20 – September 3	Dibels/IDEL Fall Test Window
August 24 – September 4	Riverside Short Cycle Assessment-BOY Test Window

IMPORTANT DATES (continued...)

September 2	First Vertical Team Meeting
September 7	Labor Day – No School
September 11	Progress Reports
September 16	Staff PD – No School
September 21 – October 16	AAHSG & NMAPA Retest Test Window
September 28	Instructional Council Meeting #2

Instructional Council Minutes

September 28, 2015

Meeting Attendance: 84%

Welcome-

- Meeting began @ 3:30 PM
- Enjoy getting to meet with everyone @ IC!
- 1. Riverside SCA Reports
 - Working on reports now for principals and teachers
 - Some data will be distributed to Principals on Thursday, October 1
 - Will keep you informed...
- 2. Testing & Test Security Training
 - Testing Assessment (Survey – Handout #1) – shows survey responses for administrators and information on test grades, test times, number of tests, etc. (any tests created by teachers are not included)
 - Handout not necessary to share with VTs
 - Test Training – DVW will go this week (9/30) and training of PMSD Staff will occur soon (TBD)
- 3. Textbook Adoption – Schedule (Schedule – Handout #2)
 - This adoption will look at 4 publishers where we only considered 3 publishers in the past
 - Federal Programs/Bilingual VT will have the opportunity to choose a different “program” for bilingual/ELL students, if need be. Do not want to bind students to texts for an entire cycle, if not best option for the students
- 4. Professional Development Survey
 - Usually perform the survey in August but decided to wait a bit longer this year in order to obtain data. Want to address needs of district to the best of our ability
- 5. Mission Continued...
 - VTs need to have a mission of vertical alignment
 - Negativity
 - Important to have a positive tone for VT Meetings otherwise unproductive
 - Leader should use their judgment and if meeting is escalating – then the leader needs to take control; focus on meeting purpose
 - Issue Bin
 - Have an issue bin at your VT Meeting and encourage to put any issues in the bin, in WRITING
 - Address issues left in bin at the next VT Meeting this allows for two things:
 1. Doesn't allow the negative to control the meeting; gets the issue addressed then can move on

2. Gives the leader some time to research and find the best answer
- Circle of Influence vs. Circle of Concern (Circle – Handout #3)
 - Concerns = things that are issues but that you/we do not have control over (every issue is also a concern, even if can be influenced). Acknowledge the concern and move forward positively. Concerns take power away from group focus; energy drain.
 - Influence = things that you/we directly effect, things that we can change and fix. Power VTs via the things we can control and influence.
6. 50 Ways to Motivate Students (50 Ways – Handout #4)
 - Created by Secondary Language Arts teachers over the summer during curriculum mapping. Motivating factors ideas are listed – DVW Favorites:
 1. Column 1 – Row 3 “Build a connection with your students” –this is SO true. If you connect with them then it motivates them to learn your content.
 2. Column 2 – Row 8 “Call a parent just to brag about their student’s accomplishment” –these are called positive referrals (when negative consequence punishments fail for students, sometimes these can work)
 3. Column 3 – Row 6 “Model complex tasks for students, make a mistake and model how to recover” –lets students know that everyone makes mistakes and makes easier to understand
 4. Column 4 – Row 3 “Have fun”
 5. Column 5 – Row 8 “Have clear expectations & Communication” – Communication or lack of, translates to the amount of respect for both you and the student
- ❖ Last Vertical Team Meeting News:
 - Counselors – specified goals for this year; more specific ideas for roundtable and PD; want to develop district Crisis Team
 - SSS – looked at new curriculum “Faces” for SPED and development of Curriculum Maps to support the new curriculum
 - Social Studies – discussed how to better support History with other curriculum; how to add value in class
 - Fine Arts – pushing for small scale/in the classroom guest artists; do have some big performances coming up at elementary level – thank you Ms. Hargrove; parent survey
 - Elementary Math – has split from Secondary Math; now VT includes grades K – 5; must have some interaction with upper level in order for students to transition from Elementary to Secondary; used an Issue Bin and it worked great; discussed the need for Math Intervention like the Reading Intervention program; need for Math Tutoring; PARCC point breakdown

- Bilingual – went over attendance; goal setting-decided to go month by month; looked at calendar for upcoming important events-adoption and writing; focus on upcoming Parent-Teacher Conference
- Elementary ELA – enjoyed having new insight from new members from SSS; goal #1 is Adoption-new guides/curriculum maps/what's changed; discussed top three matters for adoption (includes writing needs)
- Writing within the district – only Shaffer Writing is approved currently. We can discuss needs and possibility of changing programs but we will be consistent district-wide. Can also look at these topics within textbooks (i.e., the new adoption materials)
- Secondary Math – used the Issue Bin and worked wonderfully; differences between the assessment data director and the data managers; goals for the year 1) add PARCC framework to curriculum maps 2)Common Assessments to support it; more than half attended ☺ good; 8th Grade Honors Math will need to take PARCC Algebra test; had questions on tutoring in Math also
- Library – NMLA Conference is coming up; GO-Bond Allocation has been resubmitted (have submitted and rejected a few times, which is common); discussed inventory at school levels since do not know what have/lost/stolen; did some hands-on training/work in the shared district catalog – good experience for all; ONLY librarians should check out books (please share with your groups); there is tutoring and homework help resources offered by the State Library – you can find a link on the library page of the PMSD website (may require registration for email information only)
- Secondary ELA – goal setting for group; discussed the new curriculum and how to become acquainted with it (everyone takes a part and then come together to share); Lindsey-Steiner does not have enough ChromeBooks which is a concern for the online resources (Mr. Cain is awaiting a bid now)
- Careers & Tech Ed – group has doubled in size this year and may have to change meeting location too; got to know new members; overview of new subject areas that weren't represented in the past; broke out groups to see what we have and how we can help each other (i.e., old sewing machines redistributed); an important goal set is to try to build interest at the PJHS level that will flow over to PHS; addressed attendance; ICVE curriculum-had decided not to have training for new curriculum but with many new vocational/CTE staff members there may be a need for training-assessing need now
- Valencia Rep – Valencia is operating at MAX Capacity now; year is off to a good start
- ❖ DVW stated that VT attendance verification is not to devalue any extracurricular activity or school function. The purpose is to verify that VT attendance is occurring and those

not attending do have an excused absence. Protocol is: absence 1-principal notification
2-letter from DVW 3-meet with DVW

Plus	Delta	RX
<hr/>		
+productive VT meetings		
+let know what is important from IC to share with VTs		
+good questions		
+Allowing the option for ELA Elementary to look at different options for Spanish, if needs are not met with the English ELA programs selected		
+done 25 minutes early		
-missing a few members – “we miss them”		
-need corrected Adoption Schedule		

IMPORTANT DATES

September 21 – October 16	AAHSG & NMAPA Retest Test Window (PHS)
September 30	Early Student Dismissal @ 1PM/Staff PD
October 5 – October 9	End of 9 Weeks Testing (Test 1)
October 7	Vertical Team Meeting #2
October 12	Columbus Day – No School
October 14	PSAT Assessment (Grade 10) & 40 th Reporting Day
October 21	Report Cards & Parent Teacher Conferences – No School
October 26	Instructional Council Meeting #3

PMSD Assessment Survey 2015 - 2016

1. What is the objective of this inventory?

- a. Identify all tests students are required to take.*
- b. Identify what these test accomplish.*
- c. Reduce the number of tests, if possible.*
- d. Communicate the results to staff.*

2. What student objectives should a test achieve?

- a. Summative tests should gage student progress against state standards and compare students' scores to national norms*
- b. Formative tests should gage students' progress against state standards and provide student information which can be used to create an improvement plan for a school, class, or student.*

3. Do the tests achieve their objectives?

The tests are intended to measure students learning. This is done by benchmarking students, teachers, and schools against national norms and/or state standards. With several tests these scores are then used to evaluate teachers, principals, schools, and districts. Each of the tests are able to measure student achievement to varying degrees, but none of the tests can totally achieve this objective due to the following flaws.

- Computer tests can test a student's knowledge of software or their ability to type rather than testing the subject being tested.*
- Students, who don't apply themselves or do their best during testing, don't receive results that reflect their ability.*
- Because of student absences or parents opting their child out of testing, some students have no test results.*
- Tests scores are a result of many factors in a student's life. A teacher's performance is only one of those factors, yet the entire score is attached to the teacher's evaluation.*

4. What tests were not included in this inventory and why?

Teacher made tests and observations are not included in this inventory. They are not included this survey because teachers must constantly evaluation student learning within a classroom. This happens at many levels. One example is when a teachers checks for understanding during a lesson and then adjusts the instruction to better meet student needs.

5. How many tests are students required to take in each grade level? *Grade-# of tests: K-1, 1-1, 2-2, 3-3, 4-3, 5-2, 6-2, 7-3, 8-2, 9-3, 10-4, 11-5, 12-3.*

6. How much time is spent testing? *Date is listed in the following order: Grade-Hours:Minutes. K-00:10, 1-00:10, 2-2:10, 3-10:25, 4-13:15, 5-10:15, 6-10:15, 7-13:15, 8-10:15, 9-35:45, 10-38:03, 11-41:19, 12-17:15.*

7. How much time is lost due to testing requirements?

In grade 11, students test for a total of 41 hours and 19 minutes. Yet, Most of the time lost in testing is not due to direct testing. Testing brings a great deal of collateral damage to instruction.

Examples:

- *Classrooms missing a different percentage of students in most classes over about a six week period due to students being pulled for testing.*
- *Loss of classroom space due to setting up and taking down of test ready computers. Test centers take weeks to set up and to pull down throughout the district. One high school gym was lost to instruction for about 12 weeks.*
- *Some students must give up their classroom and move from room to room while different students test in the room that was their classroom.*
- *All assessments given in K-2 must be given to students on a 1:1 ratio.*
- *Loss of technology: The vast majority of the districts Computers, Chromebook, etc. are devoted to testing. Students don't have access to much of the technology which helps them to learn throughout the rest of the year.*

8. How many of the tests given to students are required by the state or federal government?

All tests are required by the State or Federal government except for the ASVAP. The ASVAP is required for students to enter the military, and the military also uses this test to place students.

9. What would indicate to the district that the process was a success?

If the district was able to remove any unnecessary testing the inventory would be successful.

10. Who will see this report?

School board, District administrators, teachers, counselors, and parents.

11. All results will be presented to the school board and superintendent?

Presentation will be made to the board on September 14, 2015

Tests K-12	# of tests	Time in testing with ACCESS: Hours/Minutes	Time in testing with ACCESS: Hours/Minutes	Tests by Grade Level
K	1	10 minutes	10 minutes	DIBELS
1st	1	10 minutes	2/25	DIBELS
2nd	2	2:10	4/25	DIBELS & Riverside
3rd	3	10:25	12/40	DIBELS, Riverside, & PARCC
4th	3	13:15	15/30	Riverside, PARCC, & SBA
5th	2	10:15	12/30	Riverside & PARCC
6th	2	10:15	12/30	Riverside & PARCC
7th	3	13:15	15/30	Riverside, PARCC, & SBA
8th	2	10:15	12/30	Riverside & PARCC
9th	3	35:45	38	Riverside , PARCC, & EOC +
10th	4	38:03	40/18	Riverside , PARCC, PSAT, & EOC +
11th	5	41:19	43/49	Riverside , PARCC, ASVAB, EOC +, & SBA
12th	3	17:15	17/15	Make-up tests when needed

Grades	K-5	1-11	2-11	3-11	3-11	9-12
Test	DIBELS	Access	Riverside	PARCC	SBA	EOC & Semester tests
Time	10 minutes	2:15	2	8:15	3 hours	24:30

Grades	11	10	3-11	12	12	12
Test	ASVAB	PSAT	NCSC & NMAPA	PARCC Re-take	HSGA Retakes	NCSC retake
Time	2:34	2:18	6 hours	8:15	3 hours	6 hours

Portales Municipal Schools

Elementary Language Arts Adoption
Grades K – 5

Schedule of Adoption Presentations

October 15th, 2015 @ 3:30 PM

McMillan McGraw-Hill Publishers

Portales Schools Zia Room

- ***Wonders***

October 22nd, 2015 @ 3:30 PM

Scott Foresman Pearson Publishers

Portales Schools Zia Room

- ***Reading Street***

October 27th, 2015 @ 3:30 PM

Benchmark Publishers

Portales Schools Zia Room

- ***Benchmark Literacy***

October 29th, 2015 @ 3:30 PM

Benchmark Publishers

Portales Schools Roadrunner Room

- ***Descubre (Spanish)***

November 3rd, 2015 @ 3:30 PM

Houghton Mifflin Harcourt Publishers

Portales Schools Zia Room

- ***Journeys Common Core***

Habit 1: Be Proactive®

FOCUSING ON THE CIRCLE OF INFLUENCE

Circle of Influence®

A person's Circle of Influence includes those things he or she can affect directly.

Circle of Concern®

A person's Circle of Concern comprises a matters about which he or she cares.



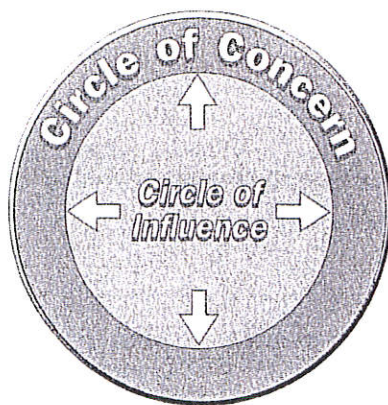
"You can choose your actions, but you cannot choose the consequences. They are governed by natural laws or principles."

—STEPHEN R. COVEY

EXPANDING YOUR CIRCLE OF INFLUENCE

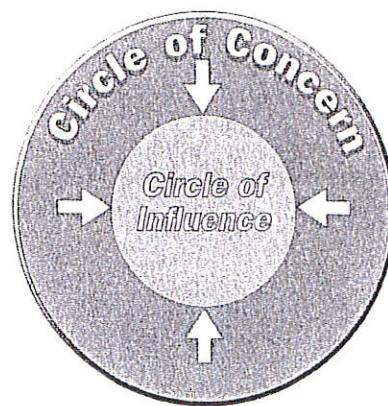
The Circle of Influence is like a muscle that enlarges and gains elasticity with exercise, but wastes away with lack of use. When people focus on things they can influence (e.g., their Emotional Bank Account with others, their P/PC Balance), they expand their knowledge and experience, and they build trustworthiness. As a result, their Circle of Influence grows. However, when people focus on things they can't control, they have less time and energy to spend on things they can influence. Consequently, their Circle of Influence shrinks.

Proactive Focus



Circle of Influence Increases

Reactive Focus



Circle of Influence Decreases

PROACTIVE AND REACTIVE LANGUAGE

Proactive

"I choose to go."

"I control my own feelings."

"Let's explore alternatives."

"I can..."

Reactive

"I have to go."

"He makes me so mad."

"There's nothing I can do."

"If only..."

The Promotion

You've been up for promotion for some time. A retirement will create an opening in about six months. You've heard rumors that an employee named Jack, who was recently transferred from out of state, is vying for the same position. Jack volunteers for assignments nobody else will take. He speaks out enthusiastically in favor of the boss's recommendations. He spends his breaks exchanging jokes with the boss by the drinking fountain. The boss seems to take it all in. What's more, you've noticed that other employees enjoy his humor and enthusiasm.

The new job is a supervisory position, and good relations with other employees can only be a point in his favor. What concerns you most is that you heard a friend of yours say, "You ought to run these meetings, Jack. We'd get a lot more done." If your good friends are abandoning you, what can you expect from the boss, who never seemed too enthusiastic about you anyway? Things don't look good.

1. List the "if only," Circle of Concern type thoughts or reactions you might have in this particular situation.

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2. What will result if you dwell on these things?

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3. Evaluate this situation and give yourself some advice by focusing on your Circle of Influence.

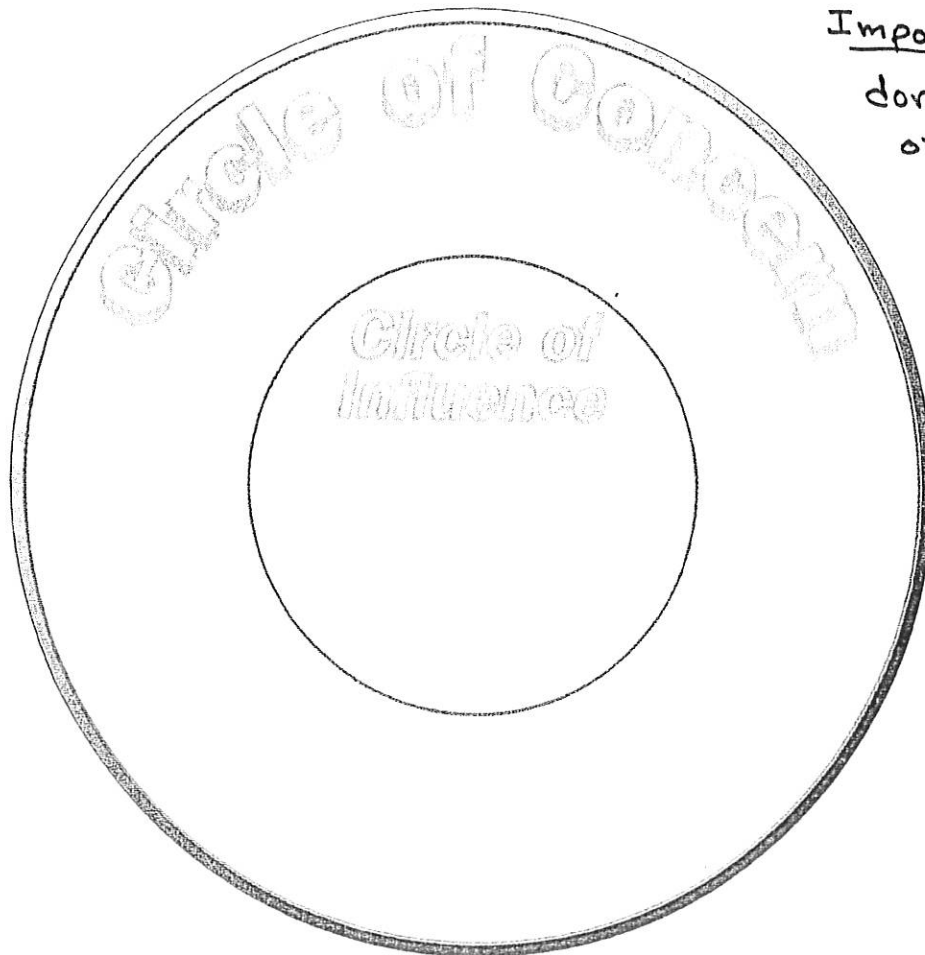
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PERSONAL CASE STUDY (CONTINUED)

1. Refer to your personal case study on page 36. In the larger circle below, identify the issues that, for you, cause concern. Consider why these issues are a concern to you.
2. In the smaller circle, identify the areas you can influence. Don't limit yourself to areas you are in charge of. Consider areas in which you have even the smallest amount of influence.



Important: we
don't have control
of many things
so don't
spend time
and energy
on it.

3. Working within your Circle of Influence, write one or more actions you will take to have the greatest impact on this situation. Remember to exercise the four human endowments.

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50 Ways to Motivate Students

High expectations that empower students	Start with the question, not the answer	Set up students to be successful and build on that success.	Teach the why	Choice of Books
Extracurricular activities	Call students by their name	Fine-tune the Challenge	Humor	Validation
Build a connection with your students	Books and content at student's level	Activities that are interesting and engaging	Have Fun	Get out of your chair and teach
Change things up	Provide students with some choices in tasks and topics	Always greet students as they come in and ask how they are doing.	Novelty	Smile
Interesting Books	Account for students with special needs	Make it a point to interact with them and care	Learn from them	Engagement
Be organized and ready to go	Let them know you're glad they're here	Model complex tasks for students, make a mistake and model how to recover	Subjects of interest	Positive Peer Interaction
Keep things Moving	Praise for small success moments!	Use various strategies to support all students	Verbal "pat on the back"	Kindness
PAT: preferred activity time	Call a parent just to brag about their student's accomplishment	Provide a safe net for risk taking	Patience	Have clear expectations & Communication
Give students a voice in the classroom	Support students by filling in gaps in learning	Try to get students to open up about what they want to learn	Enthusiasm	Empower Parents
Be positive around your students	Know your content and how to help students connect	Go deep & connect abstract learning to concrete situations	Believe in them	Respect

Instructional Council Minutes

October 26, 2015

Meeting Attendance: 95%

Welcome-

- Meeting began at 3:30PM
- Welcome – fast and furious start to the school year ☺
- 1. PARCC Grades 3-8; October 30th Reports by School/by Teacher
 - Data has begun to arrive @ district
 - Recently received PHS data – trying to breakdown now by grade/teacher
 - Scale scores should arrive October 30th for Grades 3 – 8
 - Probably will receive “standards” in December
- 2. District Data Meeting – November 5th
 - Moved back meeting in order to include PARCC data
- 3. Riverside *
- Please give permissions for Mr. Van Wettering to access ALL ASSESSMENTS
- Please give permissions on **LANGUAGE ARTS** assessments to Sara Hunton
- Please give permissions on **MATH** assessments to Tammie Cox
- 4. District Safe School Plan
 - Currently updating and revising district plan and school plans due to PED 12/5
 - Time to update – plans have not been updated since 2008
- 5. District Accreditation – Mr. Cain *
- Reaccreditation due June 30, 2017 but need to begin process now
- Will really focus on it in Spring 2016
- Will all be done online, will meet with External Review panel in FALL 2016 – we will get more information as we go
- There are a couple people that will be assisting that have gone through the process before
- Portales is one of best districts in the state, we want to see our scores/data to show it; will compare data when the state scale is released
- 6. Adoption Update
 - Very interesting adoption – both publishers presentations (thus far) were very strong
 - Two more presentations to go
 - Thursday, October 29 @ Zia Room 3:30PM Benchmark
 - Thursday, November 3 @ Zia Room 3:30PM Houghton Mifflin Harcourt
 - This is great problem to have! – publishers have high quality materials to consider
- 7. Vertical Team Highlights

- MENTOR : had a second orientation because a few more new teachers began – got to know each other; Q1 Meeting – have a range of new teachers from k – HS and went over commonality and colleague support
- SECONDARY MATH: had good attendance; discussed attendance procedures; MidSchoolMath conference to email DVW if want to attend (but must be awarded a scholarship); got on Smartboard and went over retrieving Riverside reports; have tutoring now!; went over common assessment
- SECONDARY LANGUAGE ARTS: Smartboard and maneuvering in “RightSmart” curriculum; curriculum is technologically dependent and have to borrow ChromeBooks because not enough for a full class; discussed Common 9-week assessment; can use examview on common assessments (okay – as long as it’s in Riverside); ideas on teaching new curriculum
- CAREERS & TECH ED: the new CTE Lab works very well but during testing will be used for online testing (brainstormed on how to still use curriculum that is tech reliant); CTE has had several projects going for all subjects (fairs, ag lab projects, etc.); discussed how we can support each other; how to create interest in incoming students (get involved before student gets to HS level) and to maintain & generate interest at the HS level (maybe make a video/commercial)
- VALENCIA REP: Valencia Family Night is on Thursday, October 29 @ 5:30PM (may do a carnival theme and allow students to wear costumes)
- ELEMENTARY MATH: 100% Attendance; proposed their ideas back and made suggestions (example – partner with ENMU); setting up Pearson site for students/parents (not favored because of the emphasis on paper/pencil) and other online resources (i.e., Eureka – Lindsey likes this resource, MobeyMax; ProdigyMath); want to try more hands-on activities & math stations; would like some PD Math time
- SOCIAL STUDIES: attendance down this meeting; excellent meeting – how to bring added value and support all other subjects; working on doc on plan to achieve alignment through all levels (US History freshman class came in with a great grasp of history unlike other years, what’s the correlation?)
- BILINGUAL: shared ideas on PT Conference and to create goals with report cards; Shafer Writing curriculum alignment plan made; goals for next year and tech assistance
- STUDENT SUPPORT SERVICES: LAW Conference covered by Cheryl Aguilar (legal stuff); discussed the Alternative Setting for Student that has begun at Valencia; was a good meeting
- ELEMENTARY LANGUAGE ARTS: 33/34 attended – phenomenal; shared that Bilingual can get what’s best for their students/don’t have to go with English counterpart; determined the goals that everyone was looking for (lower grades – balance writing, English, and word components & upper grades – close reading); reviewing publisher Rubrics for upcoming adoption

- COUNSELORS: Crisis Response Plan Meeting (guest ideas; updating and goals); Test Security Training
- PHYSICAL EDUCATION: apologize been coaching 3 teams (both coaches are pregnant/new mom); discussed concerns and issues that affect group; elementary level teachers are frustrated with only seeing students 1 day per week or even every 6 days; team feels that PE is a big deal because it gives them time to release – better behavior, teaches respect and teamwork, teaches health – feels robbed of the opportunity to encourage healthy lifestyles; possibly applying for a PE grant (DVW everyone should have a wishlist, funds may come available)
- SCIENCE: approx. ½ attendance; intended to break into small groups (K-2, 3-5, 6-8, HS) to choose core concepts for grade level and how to make those happen; the possibility of an in-house workshop later this year
- FINE ARTS: 100% attendance; discussed getting guest artists; parent survey (ideas, how it goes out, expectations & involvement); update of performances; teachers submitted wishlists/REQS for materials and some performances
- DATA DIRECTOR (Mr. Rackler): 40-day reporting about done; how the students time in district reflects on teacher (if on the 40 day report then counts ¼ for that teacher – in other words if the student only lived here until 40 days, then the teacher will get the students scored added to their score once but here all year then the students score is submitted 4 times for the teacher)


40 days = teacher receives ¼ student score	120 days = teacher receives ¼ student score
80 days = teacher receives ¼ student score	FINAL = teacher receives ¼ student score

the most accurate data/clean data on student assessments for the 1st time

Plus	Delta	RX
+ positive people/good energy		
+ good info on reporting		
+ data that's tied and makes sense		

IMPORTANT DATES

October 28	Early Student Dismissal @ 1PM/Staff PD
October 29	Safe School Revision Committee Meeting 1PM @ Boardroom
October 29	Benchmark Adoption Presentation 3:30PM @ Zia Room
October 29	<i>Descubre</i> Adoption Presentation 3:30PM @ Roadrunner Room
October 31	Halloween
November 1	Daylight Saving Time Ends
November 2 – 20	HSGA Fall Retest Window

November 3	Houghton Mifflin Adoption Presentation 3:30PM @ Zia Room
November 4	Vertical Team Meeting #3
November 5	District Data Meeting 9:30AM @ Zia Room
November 9	School Board Meeting 6PM @ Boardroom
November 11	 ---THANK YOU! (PMSD Open)
November 13	Progress Reports
November 16 – December 4	PARCC PBA Retest
November 18	Early Student Dismissal @ 1PM/Staff PD
November 25 – 27	Thanksgiving Recess
November 30	Instructional Council Meeting #4

Instructional Council Minutes

November 30, 2015

Meeting Attendance: 89%

Welcome-

- Meeting began @ 3:32PM
- 1. PARCC Results by Grade – No Formative Data
 - See handout #1 (graphs – front & back)
 - The data is interesting & PMSD is above the state average in most instances
 - PARCC data is summative only – not sure if will get more detailed data – allows us to at least benchmark against the state and all PARCC participant data (Share w/VT)
 - We receive the formative data through our common assessments – essential for getting district data as a whole
 - State data lets us know if instruction is where needs to be or if we have instructional problems – our goal is always to improve but shows where we are now
- 2. Testing Calendar
 - See handout #2 (assessment calendar)
 - Assessments will be beginning for all levels soon, PHS is already going strong
 - January 2016 – PHS will start their Short-Cycles and other schools will begin ACCESS
- 3. District Accreditation
 - This is a BIG project for Spring 2016 – all paperwork must be completed by the end of Spring 2016 semester
 - Actual accreditation October/Fall 2016
 - Must be re-accredited every 5 years
 - A team will consist of at least 1 member from each school
 - Our advantage is that we have our last accreditation as a guide and there are members that have been through the process prior
 - We will have some teachers also doing accreditation visits for other school districts



Just submitted and completed the updated Safe Schools Plan for district and each school!

- 4. Adoption Update
 - Rubrics were due before Thanksgiving break
 - Both ELA & Bilingual chose Houghton Mifflin Harcourt's *Journeys* curriculum
 - Not even a close second on materials & resources by other publishers
 - Out of 4,935 possible points, *Journeys* received 4,517 points (92%)
- 5. Vertical Team Highlights
 - Secondary ELA – went well, went over how to share Riverside with Mrs. Hunton, discussed number of Chromebooks needed.

- Secondary Math – fantastic meeting, great attendance, discussed testing and the need for alignment of HS math class and assessment assigned – students must take the higher assessment not lower (comparable to highest level of math class attended)
- Library – some attended the NM Library Association Conference which included some good ideas for our libraries. Land of Enchantment Awards are given based on children's choice – broken into 4 age specific groups and read 3 books on the age specific list. Then the children vote on favorites (only book award voted on by NM children). Planning to support each other in the needs of students at different age levels and what they need to know to progress their library skills to the next level(s). What informational skills we want to teach them.
- Careers & Tech Ed – working with the Media Arts program to create some recruitment materials. Want to take pictures and videos to show incoming students based on their interests. Some students may not know exactly what CTE programs really are about. Plan to introduce the CTE campaign via the website, through PJHS teachers, show on hallway TVs, and some poster info in the CTE computer lab – testing students may see the interest in the programs but were prior unaware. Discussed upcoming field trips to area colleges that have CTE courses.
- Valencia Rep – doing good, excited for the introduction of math tutoring through MobiMax license – will use in all content areas.
- Elementary Math – specified PD opportunities – possible Kagan PD, K-4 would like to create a parental involvement activities (i.e., make games to send home), looking at ideas to keep kids interested such as small group math stations like Daily5 Math (4 practice stations and one teacher station), requested training on inputting their own questions in Data Director.
- Social Studies – great and productive meeting, as a group continues to work on grade alignment, targeting needs of K-2 is hard since no curriculum (per DVW grades K-4 only received 1 class set each to be shared). December will focus on our document and content specific vocabulary to share with the group.
- Mentor – the mentors reported all new teachers are doing well
- SSS – open discussion at the beginning and decided the meetings will be via open forum. Broke into groups to work on vertical alignment, PD and guidance on the curriculum.
- Elementary LA – Adoption! Eliminated one publisher and then discussed the other 3 remaining publishers – agreed on Houghton Mifflin Harcourt *Journeys*. HMH was the best rounded option with great tools. Began rubrics.
- Counselor – met with nurses and reviewed process for referring cases to law enforcement or CYFD. Had a presentation from the SANE Nurse.
- PE – will be collaborating with ENMU to offer training/preparing upcoming PE teachers. Awaiting rescheduling – originally planned for December 2015.

- Science – broke into three small groups K-2, 3-6, PJHS-PHS to develop 5 concepts that students should know when they leave our classrooms & also worked on 5 concepts that students should know when they arrive to our classrooms. The goal is to develop strands of concepts through the curriculum. Short summary session. Next meeting plan to discuss how to implement & work together to teach the expected concepts.
- Fine Arts – Chris Harrell “Singing Scientist” performances for all elementary schools provided via the Fine Arts budget. He adjusted to stay at a level of understanding for the children. Brainstormed on ideas to integrate Fine Arts with other subjects. Fine Arts has upcoming guest artist Andy Mason. Working on obtaining a guest author that’s books focus on a girl that is an artist – trying to help us get a book set for each library. Elementary level Fine Art Christmas events are upcoming – check calendar and Fine Arts Calendars on the website. Per Mr. Van Wettering --- gives the children a little more exposure to Fine Arts and makes learning fun in a way that connects with the music/arts. The team has been working hard and making good arrangements for guest artists.

MR. CAIN HAD NO BUSINESS TO ADDRESS

MEETING CONCLUDED 4:15PM

Plus	Delta	RX
+ Kristin’s last minute reminder		- finished meeting early per Mrs. Brock ☺
+ Good info to share with VTs		
+ Drinks and snacks		

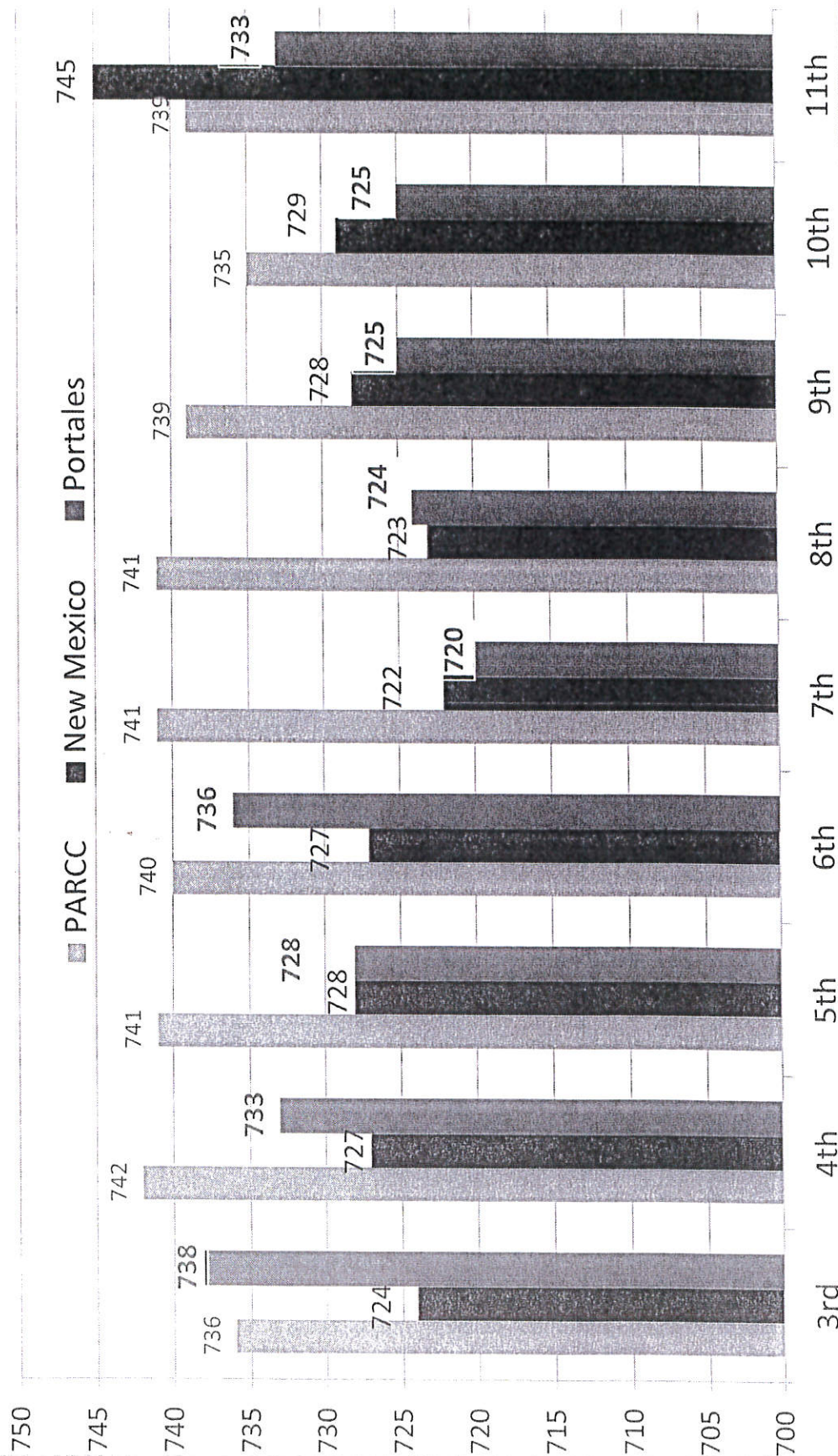
IMPORTANT DATES

November 16 – December 4	PARCC PBA Retest @ PHS
December 1	80 th Reporting Day
December 1	Accreditation Team Meeting 3PM @ Boardroom
December 2	Vertical Team Meeting #4
December 7 – 18	EoC Exams
	PARCC EOY Retest @ PHS
December 9	Administrative Meeting 9AM @ Roadrunner Room
December 10 – 18	Riverside Short Cycle Assessment – MOY
December 14	Board of Education Meeting 6PM @ Boardroom
December 17	BECC Christmas Caroling – City of Portales (various)
	Early Student Dismissal @ 1PM/Staff PD
December 18	James Christmas Caroling – Golden Acres
	Early Student Dismissal @ 1PM/Staff PD

December 21 – January 1	Winter Recess
January 4 – 5	Staff PD – No School
January 6	Administrative Meeting 9AM @ Roadrunner Room
January 11	Board of Education Meeting 6PM @ Boardroom
January 11 – 29	Dibels/IDEL Assessment (Grades K – 3)
January 11 – February 5	Access for ELLs Assessment
January 12	District Data Meeting 9AM @ Boardroom
January 18	Martin Luther King Jr Day – No School
January 20	Administrative Meeting 9AM @ Roadrunner Room

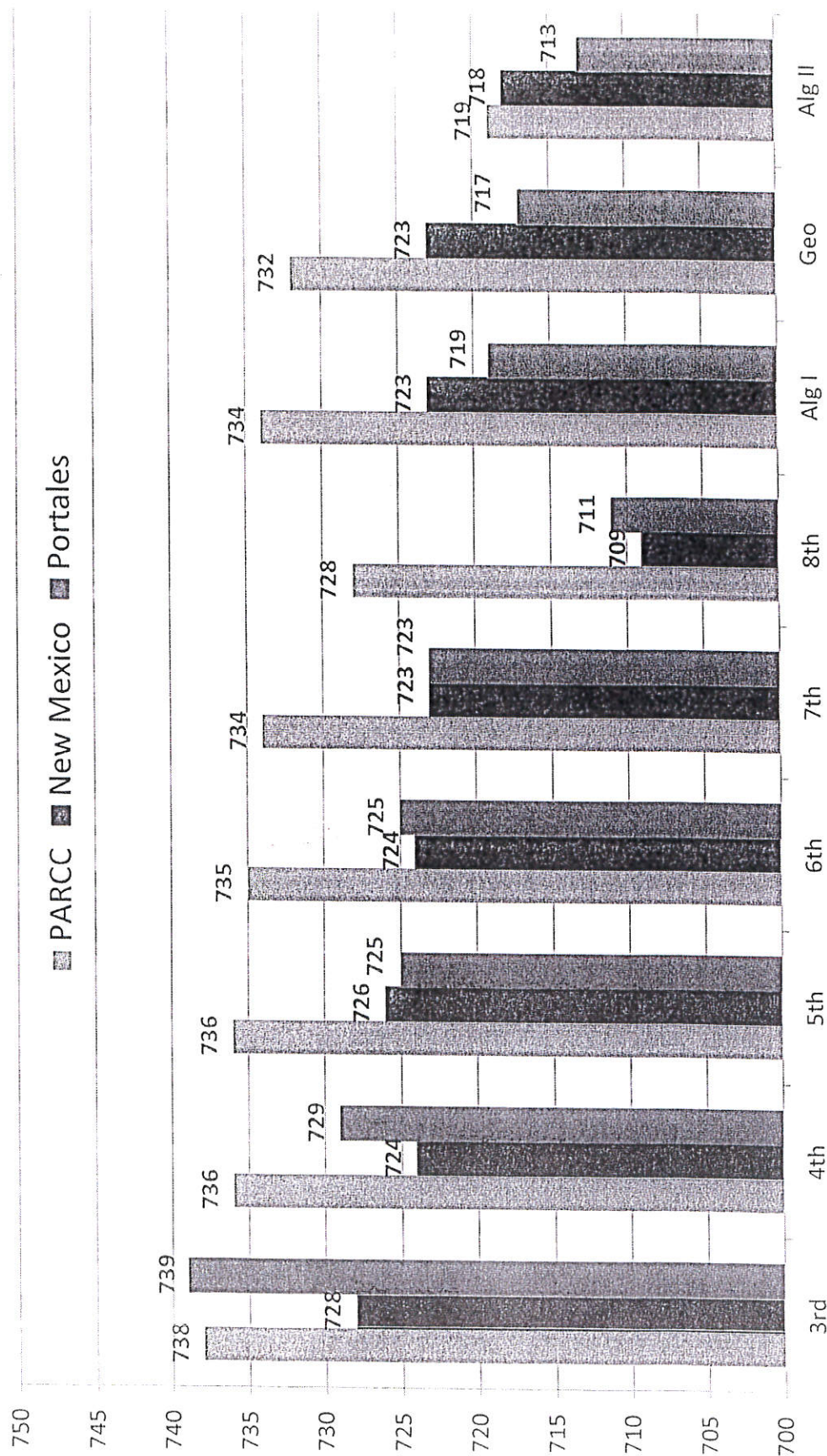
ELA PARCC Scale Scores by Grade 2014 - 2015

Cut Scores: Level 2=700, Level 3=725, 4=750



Math PARCC Scale Scores by Grade 2014 - 2015

Cut Scores: Level 2=700, Level 3=725, 4=750



PORTALES SCHOOLS

ASSESSMENT CALENDAR 2015-2016

Assessment	Grades Tested	Order Window	PED Test Window	District Test Date(s)	Score Reporting Dates
FALL					
Dibels/ IDEL	K-3		First 15 days of School	8/20 - 9/3/2015	
Riverside Short Cycle Assessment-BOY	2-11			8/24 - 9/4/2015	
Kindergarten Observation Tool (KOT)	K		First 30 days of school	8/20 - 9/30/2015	
End of 9 Wks testing (Test 1)	K-12			10/5 - 10/9/2015	
End of 9 Wks testing (Test 2)	K-12			12/11 - 12/18/2015	
High School Readiness Assessment					
PSAT	Gr 10			10/14/2015	
ASVAB	H3			11/3/2015	
HSGA (Fall Retest) (SBA- High School Graduation Assessment)	H4- All students that did not pass SBA	8/10 - 9/11/15 10/8 - 11/19/15	11/2 - 11/20/15	11/2 - 11/20/2015	TBD
AAHSG (Retest) & NMAPA (Retest) Alternate Assessment High School Graduation	H4- All students that did not pass NMAPA-AAHSG	8/10 - 8/21/15 9/14 - 10/2/15	9/21 - 10/16/15	9/21 - 10/16/2015	11/23/2015
EoC Studies & Writing: ADC for Math, Reading, & Science	4-5- SPA 6-8 & 9-12- SPA & MC	Posted on SOAP by 11/30/15	2 consecutive wks in last 3 wks of semester	12/7 - 12/18/2015	Overall scores in closest STARS snapshot. Online Blackboard scores uploaded by PED
PARCC (Fall Retest - EOY & PBA)	H4 retests for graduation and any HS students in fall block courses	10/5 - 10/9/15 PBA 10/26 - 11/20 EOY 11/16 - 12/11	PBA 11/16 - 12/4/15 EOY 12/7 - 12/18/15	P 11/16 - 12/4/2015 E 12/7 - 12/18/2015	TBD
WINTER					
Riverside Short Cycle Assessment-MOY	2-11			12/10 - 12/18/2015	
Dibels/ IDEL	K-3		1/11 - 1/29/16	1/11 - 1/29/2016	
ACCESS for ELLs (English Language Proficiency)	Gr. K-12; only for current ELLs	11/2 - 11/20/15 1/5 - 2/19/16	1/11 - 2/26/16	1/11 - 2/5/2016	4/22/2016
SPRING					
End of 9 Wks testing (Test 3)	K-12			3/2 - 3/10/2016	
NCSC & NMAPA (National Center & State Collaborative and NM Alternate Performance Assessment for student w/ significant cognitive disabilities)	NCSE: Math & ELA, Gr 3 -HS NMAPA: Science Gr 4,7, H2 &H3	TBD	3/30 - 5/13/16*	3/30 - 5/13/2016	TBD
SBA (Standards Based Assessment)	Science- Gr 4, 7, H3 Spanish LA- Gr 3-HS	11/30 - 1/8/16 2/11 - 3/24/16	3/7 - 3/25/16	3/7 - 3/25/2016	
Riverside Short Cycle Assessment-EOY	2-11			PHS 3/21 - 3/25/2016 2-8 Grades 5/9 - 5/13/2016	
Dibels/ IDEL	K-3		4/25 - 5/13/16	4/25 - 5/13/2016	
PARCC - ELA & Math	Gr. 3-High School	11/9 - 1/15/16 3/21 - 4/22/16	4/4/16 - 4/29/16 paper 5/13/16 online	4/11/2016 - 4/29/2016 paper 5/13/2016 online	TBD
End of 9 Wks testing (Test 4)	K-12			5/11 - 5/17/2016	
EoC Primary demonstration of competency for Social Studies & Writing: ADC for Math, Reading, & Science	4-5- SPA 6-8 & 9-12- SPA & MC	Posted on SOAP by 3/14/16	2 consecutive wks in last 3 wks of semester	5/4 - 5/17/2016	Overall scores in closest STARS snapshot. Online Blackboard scores uploaded by PED

Instructional Council Minutes

January 25, 2016

Meeting Attendance: 78%

Welcome-

- Meeting Began @ 3:30PM
- 1. Adoption
 - a. ELA Grades K – 5 *Houghton Mifflin Harcourt*
 - b. Spanish ELA Grades K – 6 *Houghton Mifflin Harcourt*
 - c. Goes to Board – working on quote
- Working to finalize both ELA & ELL LA
- Principals are working on #s for ELA/Henry Montano is working on #s for ELLs
- 2. Dossier Submissions – Due March 31, 2016 ***MENTION IN VT MEETINGS
 - a. Will not be accepted @ 5:01PM, otherwise will have to wait until July 1, 2016 to submit
 - b. If you do early enough and fail a section, you can resubmit that section prior to the March deadline
- Always hoping that this process will “go away” but no indication that it will be going anywhere. If you have a certain PARCC score the Dossier can be waived
- First step is to notify your principal, Next get with Lois McAlister (Personnel @ Central Office) whom has step-by-step directions in completing forms per PMSD protocol
- Lois McAlister must approve the Dossier online before Mr. Van Wettering approves
- Mr. Cain & Lois McAlister are working together, checking licenses and notifying all teachers that can move up
- Eligible teachers may want to move up a level even if their licenses are not expiring during the current year
- 3. ACCESS for ELLs
 - a. January 25th through February 5th
- Testing started with a “glitch” but once the correct test was downloaded, everything went well
- Should wrap this week
- 4. SBA & PARCC
 - SBA Science Grades 4 – 7 – 11, dates March 7th – March 25th
 - SBA ELA in Spanish test will be given at the same time as PARCC with paper
 - March should be a beneficial teaching month since only testing disruption is the SBA
 - PARCC: Waiver 3rd Grade paper – This year PED allowed 10% paper, next year all online. PARCC Test Window
 - Paper: April 11 – 29

- Online: April 11 – May 13
 - Walk in the PARCC Feb 10th.
 - Walk in the PARCC is required by the NM PED. All devices that will be testing must be in use on February 10th from 10:00AM – 11:00AM,
 - PARCC formative data should be available starting in February. PARCC will provide school with results from 40% of the test.
 - So far have not seen much in the way of formative data from PARCC
 - New website contains great resource for teachers, it contains released questions and rubrics. The teachers, parents, and students will be able to see what's expected of students on the PARCC. https://prc.parcconline.org/assessments/parcc-released-items?utm_source=PARCC+Updates+1-23-2016&utm_campaign=1.23.16+PARCC+Updates&utm_medium=email
 - PMSD will continue to use Common Assessments but will drop Riverside Data Director as a way to keep common assessment data starting in the 2016-17 school year. All common assessments in use can be used next year as well. We just will not use Data Director to create or store tests.
 - Principals will be discussing the future of Short Cycle Assessments at each campus
 - Must look at what data SCA provide to schools. Currently SCA are our only source to show student growth, they are our only source to access data outside of ourselves, and they are a source of formative data to direct instruction. If we can find a better way to achieve these goals or do without a SCA, then it is time to stop giving SCA.
 - The new PARCC Short Cycle Assessment that might work well for PMSD. It would have better data and one less test. We will be keeping an eye on it.
5. OTL Survey: Information has been given to Principals. This year Grades 3 – 12 students will take one 10-question survey per each class enrolled (so if student has 5 different classes – they will take 5 surveys; even Physical Ed & Fine Arts). The OTL does NOT have anything to do with teacher evaluations. We believe that the teachers will be able to see results – the Superintendent will get the results. OTL is 10% of the school's grade. DVW will send IC copies of this surveys
 6. Eureka Math
 - Eureka math will be used within the district as a supplemental Math resource. Many teachers have been frustrated with Pearson Math. Mrs. Hooker introduced this resource to Lindsey-Steiner and Lindsey-Steiner has used Eureka Math all school year as their primary Math program. This program can be a supplemental curriculum or even a stand-alone curriculum. It has been rated #1 in an independent study for Common Core Math. It is currently being translated into Spanish. Presentations by Ms. Hooker & Dr. Cox will be coming soon. We have been talking with principals and working on setting up presentation dates. This program aligns to the Common Core, as well as PARCC
 7. Coming in February – New Agenda Format

- The new format has been used for the Board of Education Meetings & the Admin Meetings
- Doc will be shared with you – then you can insert any updates, notices or important events/reminders within your section
- Should save some time at IC Meeting since the info. will be shared prior to meeting – you can look over report before the meeting. Then can ask questions or elaborate at the meeting.

8. Vertical Team Highlights

PE: Inventory and sharing of equipment amongst VT

Counselors: Questions & answers for upcoming events

Secondary Math: Going well, will be working on Curriculum Maps

Fine Arts: Have had lots of presenters in the elementary schools – although one presenter was cancelled. December's meeting went well, Ms. Sharp transferred from James visual arts EA to an EA in the Pre-1st classroom. She has been replaced by Ms. Irene Jasso – WELCOME!!!

SSS: Last meeting was an open discussion, looking forward to PED upcoming events

Mentor: Going strong – the teachers can see the light at the end of the tunnel. The new Lindsey-Steiner teacher should join Mentor.

Social Studies: Collaborating to bring grade levels into alignment & working on academic vocabulary

Bilingual: talked about TESTING!!! WiDA check lists & learning the technology

Valencia: Next parent night will be on February 16th from 5:30 – 6:30PM. We will be doing the Carnival Theme again. Last parent night went very well that we need to spread out and use more space for the event ☺

CTE: Decorated the CTE Computer Lab bulletin boards – decorated like advertising for the different CTE programs (included pics, etc.), working on the Social Media campaign to teach kids to be aware of what they post and how that can affect future employment

Secondary Language Arts: looked at PARCC scale scores & individual scores, Google Classrooms vs. Holt and how to do the assignments (Google forms can be used for tests &

surveys), Lindsey Grade 6 = grateful for the ChromeBooks, Mr. Cain has ordered 155 additional ChromeBooks for PJHS/PHS English classrooms, will prep for & discuss PARCC at next VT Meeting

Library: Said goodbye to Jessie Dodington (Lindsey Librarian), working together to get information literacy expectations @ each level

Science: working to align curriculum K-12, consistent vocabulary from grades K – 12, do some curriculum scaffolding & go a little deeper

Superintendent News: new internet infrastructure coming – 2 virtual servers that will run the entire district & mirror each other (backup). The servers on campus are aging and need replacement the cost to replace each server vs. the 2 virtual servers is practically the same. Learned that we will be losing 52 jobs in the community as the Coca Cola plant closes. Will keep staff posted on legislation news (possible 1% raise, possible raise for all levels. Teacher Cost Index TCI – may allow funds for the district when teachers move up levels. PED may add graduation requirement of ½ credit for CPR/DEFIBULATOR classes. Ms. Chavez stated that we do already teach these standards, but we don't have a unique class for them.

Plus	Delta	RX
<hr/>		
+ like the upcoming agenda format		
+ good info.		
+ PJHS/PHS getting more ChromeBooks		
+ BECC has a ChromeBook C.O.W. (computer on wheels)		
-Wish had better attendance (missing 4 members)		

IMPORTANT DATES

January 27	Early Student Dismissal @ 1PM/Staff PD
January 28	District Data Meeting 9AM @ Boardroom
February 3	Vertical Team Meetings
	Administration Meeting 9AM @ Roadrunner Room
February 4	Progress Reports & Parent – Teacher Conferences
February 8	Board of Education Meeting 6PM @ Boardroom
February 10	120 th Reporting Day

February 15

President's Day – No School

February 17

Administration Meeting 9AM @ Roadrunner Room

February 24

Early Student Dismissal @ 1PM/Staff PD

PMSD Instructional Council



Minutes

MARCH 1, 2016

Meeting Attendance – 95%

Welcome - Meeting Began @ 3:31PM

- Thanks for your flexibility
 - Welcome Ms. McAlister - fill in for Science
 - Ms. Horton will fill in for Elementary LA
1. 2016 - 2017 School Calendar - had two original drafts that have been updated since
 - A. Teachers must start school by August 15th
 - B. Need Graduation to fall on Friday
 - C. Differences
 - Starting date & Thanksgiving break
 - calendar Version 1 - will start later August 16 (1st day of classes)
 - calendar Version 2 - will start August 12 (1st day of classes)
 - 2016 - 2017 there will be no early release/PD days (received feedback that this routine is too disruptive)
 - Spring break (both calendar versions) will now align with ENMU (March 13 - 17, 2017). May bind the SBA test window but should be able to complete before Spring Break
 - Will not take MLK Day off - this can be a working holiday. Discussed with the City of Portales and Oscar Robinson (other city and university agencies do not take this holiday off - suggested celebrating the holiday with the students, similar to Veteran's Day.
 - ***Present VT with the two versions of the 2016 - 2017 School Calendars - request comments and feedback. May not be able to accommodate for 2016 - 2017 but can possibly consider for following years' calendars
 - Report Comments on "Calendar 2016 - 2017 Comments" in the Google Drive
(Calendar Versions 1 & 2 are available for review in the Google Drive also)
 2. New IC Agenda Format
 - saw the highlights - must have figured it out. Any Q & A?
 - Should save time @ meeting and quicker distribution of minutes
 3. Adoption
 - A. Need new quote - have now received new quote and now will receive more for less \$
 - B. Will set-up an order day/date - March 22, 2016
 - will be able to pick one free workbook for the 6 year cycle/ELA will have two choices of leveled readers per grade level
 - ELL instructors will also receive the "Vocabulary" Leveled Readers and workbook

- Adoption materials for just grades K - 5 will be over \$200,000 (budget is only \$150K per school year)
 - Quotes will be sent to principals and Ms. Walker & Ms. Horton
 - Dual Credit materials are also withdrawn from Instruction Budget/Receive appx \$48 per student
4. SBA & PARCC
- A. SBA Science Grades 3 - 7 - 11, dates March 7th - March 25th
 - All schools will begin SBA the week after March 7th
 - B. Waiver 3rd Grade paper - 10% SBA ELA in Spanish test with paper
 - waiver approved! ELL LA will be on paper tests
 - C. PARCC Test Window
 - Paper: April 11th - April 29th
 - Online: April 11th - May 13th
 - paper window is shorter than online - just note
 - D. PARCC Formative Data: February 40% and SCA - has not been received yet
 - E. Released items
 - Give outstanding data/rubric - very good information
5. Accreditation
- District Level: going through this now/everyone should be aware of the school level accreditation
- ↔ Mr. Cain - Governor Martinez signed the Budget 2/29/2016. Teacher evaluations have more changes *see email from Mr. Cain in February 2016. By next year, all B Teachers will be required to give EOCs & A Teachers will be relieved of this assessment.

*****NOTE: all SPED Teachers must report to SSS/SPED Vertical Team Meeting 3/2/2016*****

VERTICAL TEAM HIGHLIGHTS

- Bilingual: Mr. Montano led a plus delta for the WIDA testing we had just completed
 - *Followed up on Sheltered Instruction PD
 - *Spanish Spelling Bee Update
 - *Bilingual Seal Update
 - *LAS Update
 - Flores-Gonzales shared a reminder for the Dossier Submission
 - *OTL Survey
 - *How to teach technology handout
- Career & Technical Ed:
 - PJHS FFA Opening Ceremonies and Quiz Bowl teams did very well at district, placing 2nd. Will be going to state soon and will appear before the school board as well. Mr. Arguello was very excited and complimentary of his students.
 - Information from IC minutes were shared and discussed.
 - At the end of the meeting subject area breakouts took place. Each group discussed curriculum and topics that related to their subject areas.
- Counselor: Mr. Van Wettering gave the second test training required for STC to get ready for spring testing.
 - *Mr. Rackler helped with PARCC specifics and SBA requirements.
 - *WIDA assessment training was also given at this time to counselors.
 - *All counselors were present.
- Fine Arts - Visual & Performing: Performance Reports:
 - Mr. Golden - 8 high school choir students performed at All-State
 - Mrs. Johnson - 6 high school band students performed at All-State
 - Mr. Marquez reported that there were 73 visitors in attendance for the 5th grade concert and 97 visitors in attendance for the 6th grade concert.***

- Mr. Fernandez reported a successful first Valencia violin concert with 18 musicians performing on January 29th.
- Mr. Hinds reported that this will be the first time that guitar students will be participating in the solo and ensemble contest at ENMU.
- Mr. Strong and Mr. Golden in the midst of rehearsals for "Mary Poppins".
- Decided on February 18th at 6:30 p.m. with Valencia Violin Program for Fine Arts Parent Advisory Council Meeting at Lindsey Elementary.
- Mrs. Saiz and Mrs. Pierce-Pérez attended NMFAEA Mid-Winter Meeting in Rio Rancho 2/4-2/5
- TMEA in San Antonio, Texas - K-12 Music Educators attended

► **Elementary Language Arts:** The Elementary and the Secondary Vertical team met as a large group K-10. Sara Hunton shared DIBELS/IDEL District MOY data. Then K and 1st met separately with Robbie Carpenter as she shared information from the DIBELS: Changing Outcomes training on 2/2/16. Benchmark goals and the composite formula were explained as well as how to use teacher level reports to help drive instruction. Great information shared!

► **Secondary Language Arts:** The Secondary Vertical Team met with the Elementary Vertical Team in the Zia room to discuss Language Arts data. Sara Hunton presented a powerpoint on Data Manager Short cycle comparison and grade level analysis. After the presentation Hunton instructed us to get into grade levels to discuss our weakest area and come up with a goal that can be accomplished within our grade levels that will aid in the increase of student achievement. Within groups there was much conversation about areas of growth and what we can do as a staff to maintain these areas and what we can do to support the upcoming semester of instruction. Overall a fantastic meeting that gave us insight to how our students are performing in the classroom.

► **Library:** We discussed some of the things Ms. Christensen learned from professional development opportunities in January on book repair, InfoOhio website, and disaster preparedness. Found out that in New Mexico, 90% of the PODs (places of dispersement) for medicines in a disaster are in public high schools and junior highs. Don't know if PHS or PJHS is one of those. Ms. Christensen also shared her experience of visiting one on one with Hanna Skandera about school libraries.

► **Elementary Math:** talked about Eureka Math & how much Lindsey liked it. Discussed not being able to logon after free membership (some components are not free). Must create your own spiraling because Eureka does not have that. Discussed practice websites for use with stations - MobiMax & Splash Math. Some asked about late duty, can be excused from the meeting? DVW - must attend VT Meeting (not opening that "can of worms")

► **Secondary Math:** We had good attendance for our meeting. We discussed the information from the IC meeting. Then we went into deeper discussion on eureka math and everything that it offers. The celebrations we had were:

6th grade are doing 32 lessons on algebra, 7th Grade are working while with a new integer game, 8th grade can finally understand fraction within equations, the high school some of their students understood what proportion were and how to solve them.

► **Mentor:** The mentor team met on 2-11-16 for Quarter 3 New Teacher Seminar. The topics for this meeting were Standardized Testing and Teacher Evaluation and Rubric. The team reflects on teaching through a Quarterly Reflection paper and most individuals shared similar challenges and celebrations. The teachers are already looking forward for making instructional adjustments next year! These are some things that were positive for this meeting:

Share time with peers

We had FUN even through sharing the heartaches of the year so far!

This is a safe environment to share issues and concerns.

We are all going through the trials and celebrations and understand each other's concerns.

100% attendance!!

► Physical Ed & Health: I had sent out 5 questions that I wanted all of our member to answer and bring with them to our meeting. They were:

1. What is one lesson or game your class really enjoyed?
2. What is one thing you use that has helped with classroom management?
3. What do you use that works for motivation?
4. What advice would you give a beginning PE teacher?
5. Where do you see yourself in 5 years?

We discussed all of these questions. It was helpful to see how others manage their classes. We had great discussions.

► Science: We discussed IC minutes then Jack Willis gave a mini-workshop on Force and Motion with demonstrations and some kits to distribute for teachers to take back to their classrooms.

► Social Studies: February's attendance was fantastic...75%! Because of the high attendance, we were able to have a vital and open discussion amongst our SS team regarding vertical alignment and academic vocabulary implementation across all grade levels. Secondary teachers would like to know when History/SS adoption will take place. Several HS teachers report a deficiency in their number of books for their classes. In addition, a few HS teachers cannot open their on-line books to utilize with students in the classroom because of their location at the HS...poor internet connection? A few teachers would like to know of any upcoming EOC trainings and/or conferences. Numerous teachers report utilizing the PARCC practice/sample questions with their students. Our meeting concluded with several MLK, Jr. highlights from all grade levels and schools.

► Student Support Services: Reminder: turn in wish lists to Cheryl for carryover money.

Sheryl Whited presented information on the DD Waiver. H. Gallas is sponsoring a fundraiser for her students at PJHS, they will be selling T-shirts to recognize Autism awareness. D Level Teachers:

Gary shared a student portfolio from the FACES curriculum. Each teacher shared thoughts and ideas on the curriculum. We would like to investigate the possibilities of some training to implement the curriculum appropriately and effectively.

A discussion of caseloads and students took place for the remainder of our meeting time.

PLUS +

- + Nice format/like it
- + good info
- + like the two calendar choices

DELTA -

- attendance down due to change to meeting date
-

Rx

IMPORTANT DATES

March 2	Vertical Team Meetings
March 2	Administrator Meeting 9am @ Roadrunner Room
March 7 - 9	PreK & K Early Registration 9am - 2pm
March 7 - 25	SBA Assessment Window
March 10	Grade period ends (district wide)
March 10	James Elementary 1st Grade - ENMU Math & Science Night
March 10 - 21	Valencia Grades 3 & 4 Easter Art Contest
March 11	No School - State Basketball Tournament
March 13	 "Spring Forward" Daylight Savings Time
March 14	Board of Ed Meeting 6pm @ Board Room
March 16	Administrator Meeting 9am @ Roadrunner Room
March 17	Report Cards (district wide)
March 21	Instructional Council Meeting 3:30pm @ Board Room

Portales Municipal Schools

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2016 – 2017 SCHOOL CALENDAR *VERSION1* DRAFT *

JULY 2016					4 Independence Day/Offices closed
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AUGUST 2016					10 – 12 Professional Development (PD) 15 Open House 16 First Day for Grades 3 – 12 22 First Day for Grades PreK – 2
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SEPTEMBER 2016					5 Labor Day – No School 13 Progress Reports 14 Staff PD – No School
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OCTOBER 2016					10 Columbus Day – No School 12 NMPED 40 th Reporting Day 14 Grade Period Ends 24 Report Cards & Parent/Teacher Conf. 8AM - 4PM – No School
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NOVEMBER 2016					6 Daylight Savings ⚡ 14 Progress Reports 23 – 25 Thanksgiving Recess
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DECEMBER 2016					1 NMPED 80 th Reporting Day 16 Grade Period Ends 19 Winter Recess Begins
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JANUARY 2017					3 – 4 Staff PD – No School 5 School Resumes 9 Report Cards
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FEBRUARY 2017					6 Progress Reports & Parent/Teacher Conf. 8AM - 4PM – No School 8 NMPED 120 th Reporting Day 13 President's Day – No School 14 Staff PD – No School
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MARCH 2017					10 State Basketball – No School 12 Daylight Savings ⚡ 13 – 17 Spring Break 20 School Resumes 21 Grade Period Ends 28 Report Cards
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APRIL 2017					14 Good Friday – No School 25 Progress Reports
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MAY 2017					24 Maypole Rehearsal 25 Maypole 26 Proposed Graduation Day 25 – 26 Early Student Dismissal @ 1PM/ Staff PD 29 Memorial Day – Offices Closed
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★ Staff Vertical Team Meetings

▲ Early Student Dismissal

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8 – 10 Professional Development (PD)
11 Open House
12 First Day for Grades 3 – 12
18 First Day for Grades PreK – 2

SEPTEMBER 2016				
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5 Labor Day – No School
9 Progress Reports
14 Staff PD – No School

OCTOBER 2016				
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12 Grade Period Ends
19 Report Cards & Parent/Teacher Conf. 8AM - 4PM – No School

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6 Daylight Savings ⚡
10 Progress Reports
21 – 25 Thanksgiving Recess

DECEMBER 2016				
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16 Grade Period Ends
19 Winter Recess Begins

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3 – 4 Staff PD – No School
5 School Resumes
9 Report Cards

FEBRUARY 2017				
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12 Daylight Savings ⚡
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21 Grade Period Ends
28 Report Cards

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14 Good Friday – No School
25 Progress Reports

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24 Maypole Rehearsal
25 Maypole
26 Proposed Graduation Day
25 – 26 Early Student Dismissal @ 1PM/ Staff PD
29 Memorial Day – Offices Closed

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★ Staff Vertical Team Meetings

▲ Early Student Dismissal

PMSD Instructional Council



Minutes

MARCH 21, 2016

Meeting Attendance – 78%

Welcome -

- Meeting began at 3:29 PM
 - Mr. Cain & Mrs. Pierce-Perez are out for medical reasons
 - Mrs. Brock is out teaching an ENMU class
 - Ms. Arenas is out with coaching responsibilities
 - There will be one more VT & IC Meeting of the year
 - DVW would like to meet with each VT Leader to tie up loose ends and prep for future (can come to you during your prep... whatever works)
1. 2016 - 2017 School Calendar
 - Approved by the Board - 95% teachers voted for calendar version 2
 - FYI - there's one too many days for instruction but will be subtracting January 16 - MLK or April 17 - Monday after Easter Sunday. Mr. Cain will make the final decision.
 - ***NOTE: Decision made to add April 17th as holiday - will take to Board of Ed in April***
 2. Curriculum Training for ELA - Mrs. Lynne Walker
 - Reading coaches attended a training over last summer with Ms. Sharon White - very great and will now have the training at our schools
 - Group of teachers from each building will attend the training
 - A. Scheduled for April 5th/Trainer - Ms. Sharon White
 - Will get 2 hours with the trainer
 - Will get templates and guide on exemplary texts
 - Will take PMSD 1st Units & Read Alouds
 - B. CCSS Lesson Planning - coordinating with new textbooks
 3. ELA Grades K - 5 Adoption & Curriculum Maps
 - 6th Grade Bilingual will also adopt this year
 - Debates with publishers have gotten us the bilingual level readers
 - Wednesday, March 23 @ 3:30PM Boardroom will meet with HMH
 - Bring new quotes & fill out a REQ for each grade level of Journey's
 - K - 2 will be ordered shortly after this meeting (appx \$100K)
 - REQs for 3 - 6 & Bilingual will be ready for order upon new budget July 1, 2016
 - Curriculum Mapping will be needed - 3 teachers from each grade
 - Dates anticipated for mapping will be May 31, June 1 & June 2

4. Math Training Grades K - 4
 - Shelly Best, ENMU will likely be trainer/presenter for this training
 - 3 people per grade
 - 4 day training - anticipated training May 23 - 26
5. Curriculum Maps - Need UPDATE
 - Where are you on your curriculum maps (when we meet this will be discussed)?
6. Accreditation
 - Everything was due from the schools by March 25th
 - BECC don't know when their data will be due b/c just switched the K Standards
 - If you do not have 1st Grade with your kindergarten, then the kindergarten school must follow a different set of standards
7. Eureka Math - there may be some misconceptions. All grades will not be using Eureka Math next year - Lindsey has worked very hard to implement Eureka Math.
 - Not all data from Lindsey received yet, cannot commit district wide to this program until we see data
 - If the teachers don't want it - then it is not going to succeed!
8. Vertical Team Attendance - PlusDelta
 - + Makes people more accountable
 - + Letting Instruction know has helped keep fairness & accountability - even though may complain
 - No negatives thus far

VERTICAL TEAM HIGHLIGHTS

➤ Bilingual:

TEXTBOOK ADOPTION UPDATE: Mr. David Van Wetering. Reviewed the current information for items to be adopted. *A copy of the Cost Proposals is attached.* Grey areas are NOT part of the order. There is (1) workbook that will be provided for six years. The Levelled Readers are in the GREY area. Vocabulary levelled reader will be furnished unless otherwise traded for something else. March 22nd(1) representative from each school will come to Central Office to place the requisition for items to be ordered while the sales rep is there, in order to ask any questions. **Be sure you get what you want!** Mr. Montañó requested that a Bilingual representative from their schools be present to make reference to the quote and materials being ordered. Ask questions and get the order right. Items will be ordered, officially, July 1st. Mr. Van Wetering will look into requesting the Teacher's Editions for the beginning of the new school year. He will also look into doing curriculum mapping this summer.

BILINGUAL UPDATE: Mr. Montañó.

- Spanish Spelling Bee- District Bee is March 10th @ 1:00 p.m. Central Office Board Room.
- 43rd NMABE Conference. April 28-30, 2016 in Albuquerque, NM. Anyone interested in attending, please contact Mr. Montañó
- SBA (Science) March 7-25, 2016. LA SBA will begin on April 25th and end May 6th.
- PARCC (PBA) April 11-29, 2016. PARCC (online) April 11-May 13, 2016
- LAS. The list will be sent to the teachers mid-March.

2016-2017 SCHOOL CALENDAR : Cynthia Flores-Gonzales.

SUPPORT MATH THRU WRITING:

5th & 6th Grade. Dr. Cox referred to Eureka which builds in PreK-5 grade levels; is very well written. The program is free. Lindsey piloted. Good growth and good connections made at this grade level with Eureka. Cynthia explained how Math is incorporated with PEARSON's "Teacher's Program Overview". *Cynthia will send the Eureka link.* VISIONS at 5th & 6th grade level is not adequate at this grade level.

4th Grade- Daily Common Core Review is being used. Math alignment is done with regular Math teachers thru PLC. An interactive Math Journal has been implemented this year.

3rd Grade- New topics are followed with Daily Common Core Review. Most teachers at Valencia keep a Math Journal. Students are encouraged to explain themselves using math vocabulary.

2nd Grade- Comprehension is reviewed. Spiral Review. Sometimes a topic may be included that has NOT been covered yet. Singapore Math is also used.

1st Grade- Spiral Review. Also, Number Literacy is used with a lot of modeling. Good strategy. Kinder teachers will be proud to hear their students' progress. Writing and grammar very good. Combined use of VISION and Number Literacy strategies has provided good growth.

Kindergarten- Supplemental items are needed to meet Common Core demands.

PEARSON is not sufficient alone.

PLUS/DELTA:

Good conversation.

Vertical alignment in Math and connecting that with Reading and Writing.

· LAST VERTICAL TEAM MEETING: April 6, 2016 in the Zia Room.

➤ Career & Technical Ed: FCCLA was preparing to leave for state.. There were 8-9 students attending. 24 students attended a field trip to CCC last month. Students are beginning to sign up for next year's classes. We are running into some difficulty as athletes are interested, but unable to be in athletics and take CCC courses. The group brainstormed ways to help with this issue; however, no answer was found. We also discussed ways to possibly prevent students from dropping out of organizations/competitions before events/trips have actually taken place. One suggestion was requiring students to provide a % of funds up front. Instructional Council notes were shared. Teachers were especially interested in the change of EOC requirements in the coming year. Teachers were concerned over whether or not students would be pulled from CTE classes for extra help in core classes in the coming years. Both calendar drafts were shared. Responses were shared in IC document for admin review.

➤ Counselor: Report out on Sexual Abuse Prevention at all schools--

Valencia--Staff and Students trained

PHS--Staff trained and working on plan for all students

James--Staff and Students trained

Lindsey--Staff and Students trained

PJH--Staff trained

April 29th Ethics Workshop in Roswell

Everyone is referring out for self-harm and depression.

Verification that counselors are keeping Counseling Log In a secure locked file separate from cumulative records.

Went over questions about testing and reviewed the calendar options!

3-21-16 Additional Note: Sexual Abuse Prevention - every student is supposed to be trained yearly but it is hard to fit in with all testing. Some training is acquired by Health Class & Physical Ed Class

➤ Fine Arts:

➤ Elementary Language Arts: Amy Horton graciously led the meeting as Walker was out attending a Literacy conference. Team had a great discussion about the calendars- 100% voted on version #2. Grade levels met to discuss adoption material quotes and logged onto Journey's website to view choices of materials included with adoption. Decisions will be shared with their building rep as this team will meet with Mr. VanWettering and the publishing company on March 23 to place an order for adoption materials.

- Secondary Language Arts: Each member of the team compared Version 1 to Version 2 Calendar for next school year. There was discussion about the start dates and Thanksgiving break. We were grateful that the early release days were added back into the calendar. The majority chose version #2. The team discussed that Jacquie from Houghton Mifflin Harcourt touched base with us to see if we are having any trouble with the online aspect of the curriculum. The team will be e-mailed with her information incase there are future problems. A short discussion on SBA science testing and proctoring the upcoming assessment. The team discussed how we are getting our classes prepared for the PARCC test. Lindsey is working on their own exemplars to review for PARCC. All schools are looking at writing samples and rubrics. We also discussed the new 90 minute schedule at Lindsey. There are many positives to having the students for that long, for example, the routine is more student directed. A negative would be that they are not getting instruction in science and history on a daily basis. We talked a bit about grammar and how much instruction was being taught at the 6th grade level. We also spoke about vocabulary and how it is being taught in the classroom.
- Library: We welcomed Lana Horner as the newest librarian at Lindsey. We worked on aligning our programs with the New Mexico Best Practices for Library Media Centers. We divided the objectives of the first goal between schools: Students will become information literate by seeking answers to questions by accessing and evaluating information from diverse sources. We also went over the calendar options (voted for #2), and went over some vendor issues.
- Elementary Math: Great discussion about proposed calendars for next year. We compared each calendar and voted for version #2. Discussed if you have after school duty you need to still attend meetings. Emailed Mrs. McKinney about the doors being locked and teachers not able to get in the building.
- Secondary Math: (I was absent so Mrs. Thatcher ran the meeting for me!) We discussed the calendars for next year. The high school do not feel that the Eureka Math will work for their age group. We had good discussed over the pros and cons for each calendar. We had great attendance!
- Mentor: The mentor team did not meet since the last Instructional Council meeting. All is going well and our final Mentor meetings will be on April 21 for just the Mentors for Roundtable and then on May 15 for all New Teachers and Mentors.
- Physical Ed & Health:
- Science: We went over the two suggestions for the calendar for 2016-2017 and Mr. Willis told the team that any suggested changes could be emailed to him. We looked at the SBA and PARCC testing schedule and discussed ways that to improve science scores. We then discussed the slight changes in the teacher evaluation bonus points including the types of activities that count toward teacher bonus points.
- Social Studies: 2016-2017 calendar options reviewed with SS team. Version #2 agreed on by everyone in attendance. High School representatives expressed concerns with lack of books for their classes as well as the need for re-alignment within their History department. A very open and honest discussion was had by all regarding the lack of History/Social Studies classes for our K-5th grade students. We as educators understand the more practice of reading informational text can help prepare students for the rigorous reading demands of secondary school. However, it seems more and more SS classes are being cut, tinkered with, or incorporated within the elementary curriculum. Sixth grade World History went from being taught every two weeks for 90 minutes to a proposed 45 min. class taught by **all** sixth grade teachers rather than its own subject/class as years past. We looked at SBA and PARCC testing schedules and shared how we are preparing students for upcoming PARCC.
- Student Support Services: All SSS personnel was invited to our VT meeting. Cheryl informed everyone in attendance of changes to service time documentation due to FTE Audit. A lengthy discussion followed with many questions, concerns, and comments. Cheryl will begin ordering materials as soon she gets the approval from carry over money. We are getting a new curriculum from Attainment Company for the d-level programs across the district. This is an actual curriculum and not just a framework so you will not have to find things to do like you do with FACES.

VERSION 2 of proposed 2016-2017 SCHOOL CALENDAR was overwhelming chosen by all in attendance!

PLUS +

DELTA -

Rx

+ Like the new format - can formulate questions and peruse the data beforehand

IMPORTANT DATES

March 7 - 25	SBA - District Assessment Window
March 23	Administration Meeting @ 9AM Roadrunner Room
March 24	Kindergarten Musical Performances
March 24	2nd SHAC Meeting @ 3:30PM PHS 305 (Coach Lynn's Room)
March 27	Easter Sunday
28 - April 1	Spring Break ☐
April 5 - May 3	Parenting Bootcamp @ RM James Elementary
April 6	<u>FINAL</u> Vertical Team Meeting #7 @ 3:30PM (follows IC Calendar <u>not</u> School Calendar)
April 7	Janet Barnard Professional Development 3:30PM (BECC?)
April 8 - 10	<i>Mary Poppins</i> Performance @ PHS Performing Arts Center (April 8th - 9th @ 7pm & April 10th @ 2PM)
April 11	PARCC - District Assessment Window Opens (paper closes 4/29; online closes 5/13)
April 12	Board of Education Meeting @ 6PM Boardroom
April 13	Administration Meeting @ 9AM Roadrunner Room
April 15	Progress Reports
April 18 - 20	PreK & Kindergarten Early Registration, 9AM - 2PM
April 27	Administration Meeting @ 9AM Roadrunner Room
May 8	Mother's Day
May 9	Board of Education Meeting @ 6PM Boardroom
May 11	Administration Meeting @ 9AM Roadrunner Room
May 16	<u>FINAL</u> Instructional Council Meeting #8 @ 3:30PM

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▲ Early Student Dismissal