



West Potomac High School: World's Greatest High School

We work together in collaborative teams to give the best of ourselves to our students. Our mission is excellence in teaching and learning so that we may help our students become the world's greatest versions of themselves. This will ensure the success of every student upon exit.

West Potomac Instructional Council Meeting

Wednesday, March 18, 2015

Gunston, Room 100

12:45 to 2:00pm


Attendees Department Chairs, Program Leads, Administrators; **follow-up items in yellow**

Working Agreements

- Appreciate one another
- Engage fully in activities/conversations
- Inquiry is at the center of our work
- Open our minds to possibilities
- Unite in purpose

TOPIC	FACILITATOR	TIME	TYPE	EXPECTED OUTCOMES	NOTES/ACTION
Check-In and Community-Builder	Lyttle	5 min	I,D	Connect and Build Culture: <i>Sinful Interviews.</i> With a partner or two, share the interview question you have most wanted to ask someone but could not do so.	<ul style="list-style-type: none"> • What not to do—steering clear of inappropriate questions
Upcoming and Recent Events	Case McMahon	15 min	I,D	Share critical school and system updates to WPHS leadership. Topics to include: <ul style="list-style-type: none"> • School Support Model • Late Start Times • Grading Reform • Master Schedule/Staffing • End of Year Testing • End of Year Packet 	<ul style="list-style-type: none"> • School Support Model <ul style="list-style-type: none"> ○ The intensive tier is the next step if accreditation isn't attained—but we will be accredited! • Late Start Times <ul style="list-style-type: none"> ○ Start time next year is 8:10 and ends at 2:55 ○ Sandburg starts at 7:30 ○ Potential challenges: <ul style="list-style-type: none"> ▪ We need to be off the practice fields at 5:30 <ul style="list-style-type: none"> • If practices are occurring before school now, that can continue. If not and teams want to meet in the morning, that can be arranged through a team-specific needs assessment ▪ Currently buses let kids off at 6:45, while the buses will let off at 8:00—what would a “grab and go” model look like for breakfast service? ▪ The Academy will be in synch with

					<ul style="list-style-type: none"> the high school schedule <ul style="list-style-type: none"> ▪ When to have faculty meetings (before or after school?) • Grading Reform <ul style="list-style-type: none"> ○ We need to figure out what the communication plan is when it comes to grading reform initiatives (meeting after Spring Break) ○ A conversation needs to be had on what constitutes meaningful homework. • Master Schedule/Staffing <ul style="list-style-type: none"> ○ This Friday is the final day when counselors are getting information on student course requests. ○ Staffing meetings have been finalized • End of Year Testing <ul style="list-style-type: none"> ○ Meeting next Tuesday at 2:15 in the College Career Center • End of Year Packet <ul style="list-style-type: none"> ○ Forthcoming ○ Last day of school—lunch will be provided ○ Do we want to do a “leap forward” enrichment like we did last year on the last day of school?
Recap on March Professional Learning	Case Lyttle Faz Millians	10 min	I,D,P	<p>Share anecdotal data from March Strategic Planning Day, particularly share fair. Review next steps in professional learning:</p> <ul style="list-style-type: none"> • April 6th is Strategic Planning day for technology sessions. • April 7th faculty meeting; time returned for AP teachers and new teachers’ time in March. • May 5th is a faculty meeting with a focus to be on testing. • June 2nd is a faculty meeting for visioning and graduation. • June 19th is two hour early release; end of year meeting? • June 22nd is teacher workday • June 22nd as IC debrief? 	<ul style="list-style-type: none"> • Positive feedback from the March Share Fair; take-away information coming from Emily <ul style="list-style-type: none"> ○ Need greater focus on inquiry and collaboration ○ Video (by Nancy Mantelli) will be on the W drive • April 6th is Strategic Planning day for technology sessions. <ul style="list-style-type: none"> ○ Start with Faculty meeting in Kogelman • April 7th faculty meeting; time returned for AP teachers and new teachers’ time in March. • May 5th is a faculty meeting with a focus to be on testing. • June 2nd is a faculty meeting for visioning and graduation. • June 19th is two hour early release; end of year meeting? • June 22nd is teacher workday • June 22nd as IC debrief? → Yes, finalizing a vision for 2015-16. When works?
Leadership Hiring Practices Leading into Transfair	Case	20 min	I,D,P	<p>In groups of 3-4, share interview questions that you have used or are planning to use this year to screen new colleagues. Identify what question is most helpful in identifying the match?</p> <p>Clarify expectations (hiring matrices, panel interviews) and</p>	<ul style="list-style-type: none"> • Questions about how to find a match • Follow the verbiage in the PDF document here • Alex will make the application screening and interview guidelines available • Panel interviews are a must—a panel consists of the key stakeholders as it pertains to the interview pool • Take-Aways: <ul style="list-style-type: none"> ○ Have materials that can be archived

				<p>review communication tools for interviews and resume screening.</p>  <p>Applicant Reply.pdf</p>	<ul style="list-style-type: none"> ○ Don't ask inappropriate questions ○
Roundtable	All	20 min	P,D	<p>Share relevant updates.</p>	<ul style="list-style-type: none"> • Meeks: <ul style="list-style-type: none"> ○ SHOUT will be June 2-15 ○ Loading documents on Blackboard • Easter <ul style="list-style-type: none"> ○ Will be sending AP exam registration that begins on April 9th ○ He will send out information once we get out the materials and then will send notification to students • Satterwhite <ul style="list-style-type: none"> ○ Math Wolverine Time is lending to more students coming to the Wednesday time • Mathewson <ul style="list-style-type: none"> ○ Writing SOL is wrapping up—thanks for support! • Social Studies <ul style="list-style-type: none"> ○ After Spring Break, Social Studies will have Thursday WT targeted interventions • Veinbergs <ul style="list-style-type: none"> ○ Potential mentors for Young Scholars who are struggling are being finalized ○ Those who received a letter should meet 3/20 during WT on Friday • Monroe <ul style="list-style-type: none"> ○ Regional Science Fair (Sunday, 2:00, Robinson SS) • Bowdring • Facemire <ul style="list-style-type: none"> ○ Will be emailing teachers with Incompletes from 2nd quarter ○ She will have an eLearnIt class called “WPHS Technology PD Morning” that will be in conjunction with the April 6th • Hubbard <ul style="list-style-type: none"> ○ Need AVID applications; 100 were given, but they're not coming back.

I= Information D= Dialogue A= Action P = Participation

Important Dates and Upcoming Events

- **March 30th through April 3rd**—Spring Break Holidays
- **April 6th**—FCPS's Fourth Strategic Planning Day
- **April 7th**—Additional Instructional Council Meeting on Grading
- **April 7th**—~~Education Summit or Faculty Meeting (format TBD)~~
- **April 16th**—Quarter Ends; Two Hour Early Release
- **April 16th**—Secondary Transfair (Fairfax HS, 3:30pm-8pm)
- **May 4th**—Start of AP Testing
- **June 2nd through June 15th**—Class of 2015 SHOUT Dates
- **June 15 or June 16th**—Class of 2015 Senior Trip
- **June 17th**—Class of 2015 Convocation (Springbank Auditorium)
- **June 18th**—Class of 2015 Graduation (GMU Patriot Center)

Parking Lot for Future Meetings

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