



**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 charge 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.




**Tuesday, January 12, 2016**  
 West Potomac Gunston 190B  
 1:30 to 2:45pm

## West Potomac Instructional Council Meeting

**Attendees** Department Chairs, Program Leads, Administrators

**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	Millians	10 min	I,D	<b>Connect and Build Culture:</b> <ul style="list-style-type: none"> <li>• Wins for the Week: Since our return from break, what are you most proud of professionally in your work life?</li> <li>• Summarize Day's Agenda</li> </ul>	•
Strategic Focus	Case	10 min	I,D,P	<b>Dig</b> deeper into the principal's outlook from the January Educator Rally to better understand our shared work.  Focus Area Updates.pdf  Focus Area Think Sheet.docx	<ul style="list-style-type: none"> <li>• Project Momentum has been a focus as well</li> <li>• Possible Project Based Learning in collaboration with Sandburg MS</li> <li>• Recycling initiatives and environmental stewardship</li> <li>• Activity: Three School Focus Areas Revisited</li> </ul>
Text as Expert: RTI and CSI	Case	15 min	D,A,P	<b>Skim</b> two chapters from Bernhardt and Hebert's <i>RTI and CSI</i> and report school and department-level connections.  RTI and CSI Think Sheet.docx	• See handout

Curriculum Night Debrief	McMahon	10 min	D,A,P	<b>Gather</b> feedback and <b>assess</b> possible tweaks to the Curriculum Night program.	<ul style="list-style-type: none"> <li>• Sandburg MS needs to market this greater</li> <li>• By 8pm</li> <li>• Could there be concessions sold?</li> <li>• Good focus on balance more so than in previous years</li> <li>• Possible 9<sup>th</sup> grade Adv. Academic breakout session</li> </ul>
Next Steps on AdvancED Process	Millians	5 min	I,D,A	<b>Preview</b> the February AdvancED Accreditation Visit, to include recent efforts and needs from the Instructional Council.	<ul style="list-style-type: none"> <li>• In a month, we are going to have a 7 person AdvancEd team addressing our accreditation. We are getting closer to assembling the materials we need to submit. They first come the Tuesday after Presidents' Day (2/16). Notify your departments of this, as there will be visitors throughout multiple classrooms.</li> <li>•</li> </ul>
Principal Updates	Case	10 min	I,D,P	<p><b>Equip</b> members with just-in-time updates on division or school-level leadership.</p> <p><i>Instructional Highlights</i></p> <ul style="list-style-type: none"> <li>• Academic Advising (January 2016)</li> <li>• FCPS Staff Development Day (1/19)</li> <li>• Project AWARE &amp; Virginia School Climate Survey (February 2016)</li> <li>• Workplace Readiness Testing (4/21)</li> <li>• Summer School 2016 (July 2016)</li> </ul> <p><i>Operational Highlights</i></p> <ul style="list-style-type: none"> <li>• Interior Camera Proposal Status</li> <li>• Budget Press Conference (1/7)</li> <li>• Crisis Management Drill (1/12)</li> <li>• Upcoming Safety Exercises/Plans</li> <li>• Financial Systems Upgrade Status</li> <li>• Online Time and Attendance Status</li> </ul>	<ul style="list-style-type: none"> <li>• 3 summer school programs; we are one of them</li> <li>• Chairs, disseminate Academic Advising logistics again please</li> <li>• In-school camera request has been improved and we are moving forward with the project</li> <li>• Crisis Mgmt drill was done the morning of 1/12/16</li> <li>• Upcoming safety exercises will be coming (2<sup>nd</sup> lockdown in January); we are rescheduling the drug dog visit</li> <li>• We had work over Winter Break where we turned over to the TOPS system for finances. The online purchase order system is working well and is intuitive.</li> <li>• In March/April, time and attendance requests will migrate completely to online</li> <li>•</li> </ul>
Roundtable	All	10 min	P,D	<b>Share</b> relevant updates of approximately 30 seconds or less for shared understanding and awareness.	<ul style="list-style-type: none"> <li>• SPED: great increases in departmental logistic efficiency</li> <li>• WIDA testing is upcoming</li> <li>• AVID enrollment outreach to multiple students (esp. Young Scholars)</li> <li>• WorkKeys test is going on now</li> <li>• OTG team members are going to departments to see freshmen needing mentors</li> <li>• Fine Arts Extravaganza is 2/2 (7-9pm)</li> <li>• Adv Academics: AP teacher certifications</li> <li>• ESOL testing is happening this week; WIDA proctoring schedule w/ proctors being trained by next Wednesday</li> <li>• Surge ends Wednesday, 1/13—remind your department</li> <li>• Academic advising—electives fair is tomorrow</li> <li>• Renaissance team meeting 1/12 after school</li> </ul>

Closing Kudos	All	5 min	I,P	<b>Share</b> kudos about colleagues around the table—remember, praise never gets old, particularly when it is about you! <ul style="list-style-type: none"> <li>•</li> </ul>
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*I= Information D= Dialogue A= Action P = Participation*

### Important Dates and Upcoming Events

- **Wednesday, 1/12:** Region 3 Principals' Visiting WPHS (Library closed for Wolverine Time)
- **Monday, 1/18:** Martin Luther King Day Holiday (all personnel)
- **Tuesday, 1/19:** FCPS County-Wide Staff Development Day
- **Thursday, 2/4:** End of Second Quarter and Two Hour Early Release for students
- **Friday, 2/5:** Teacher Workday

### Parking Lot for Future Meetings

TOPIC	FACILITATOR	TIME	TYPE	EXPECTED OUTCOMES