

Date: October 23, 2009
To: Joy Swoboda, Ed.D, Superintendent
From: Lori Casey, Principal of Woodland Primary School
RE: October Board Report

Learning...to find solutions

Going Well

- The following chart examines subgroups and their beginning of the year scores. This information was taken from our Test Tracker system. The Kindergarten staff uses this data throughout the year as we examine growth of subgroups.

Race	# of students 591/622	Letter ID 52 possible	Letter Sounds 26 possible	Number ID 20 possible
White	297 / 345	40 /39	10 /8	14 /13
Hispanic	150 /138	25 / 18	2 /2	9 /8
Asian	107 / 99	45 / 44	12 / 11	15 /15
Black	41 / 40	35 /35	3 / 3	10 /12

The number in bold is for FY 10 and the number not in bold is FY 09. These are general education students and does not include self contained special education

- Primary created a phone directory for all parents for the whole school. The directory went out in the beginning of October. Having a student's name, address and phone number listed is by parent permission only. At our age level many parents will utilize this directory for play dates and birthday parties.
- Allison Coltman and Peggy Raube began the Kindergarten Plus program on October 19, 2009. There are 58 students, 26 girls and 32 boys who entered the Kindergarten Plus program through Problem Solving Team (PST) meetings. The Kindergarten Plus teachers contacted all parents and conducted a one on one introductory meeting to explain the program and get parental consent.
- One of our goals this year is to increase opportunities for parents to become more active participants with their child's education. Our Gender Research Committee will be presenting a parent night on October 28, 2009 entitled Helping your Child Succeed Through Gender Research and Beginning Reading. We have Gender Research Committee Members volunteering to present and to provide babysitting so parents can attend. The first Parent Involvement Night will be November 10, 2009 for Kindergarten Plus.

Awareness Items

- It is an Illinois law that school age children must have a complete physical which includes all immunizations. On September 17, 284 notes were sent home with the children who were deficient with their medical/health forms. October 2nd, 204 letters were mailed, explaining that their child is still not compliant and will be excluded from school on October 15th. 75 of the 184 letters mailed showed children missing everything, which means there wasn't any health information in their file. On October

15th we had 14 children excluded from school. As of October 22nd there were no children excluded. Staff worked together to ensure that all students met the requirements by Illinois State Law and were in compliance. Every day that our students are not in school is one less day of academic growth and one less day of state funding for that student.

To: Dr. Joy Swoboda
From: David Brown and Ken Hyllberg
Date: October 23, 2009
Re: October Elementary School Board Report

Going well!

Student Achievement:

- As part of our Elementary School Improvement Plan, grade level teams met during our October 9th Teacher In-Service day to review curriculum and assessment data in order to monitor students who are at risk and students who may need enrichment/acceleration. This year, the team curriculum meetings will be called Data/Intervention meetings. Teams will have the option of meeting before school or during lunch/recess break, or in their team planning block. The purpose of these Data/Intervention meetings is to provide team discussion focusing on assessment data, individualized interventions, and brainstorming ways to increase student achievement. Since this is a smaller setting, teachers can focus on student learning, interventions, review student data, and problem solving. Our Data/Intervention meetings will continue as needed throughout the year, meeting approximately every three weeks.
- Also during our October 9th Teacher In-service day, as was stated in our School Improvement Plan, MAP assessment data was used by teachers to assist them in goal setting and differentiating their instruction for all our learners. New teachers received training on MAP data analysis and goal setting. Also, students below the 35th percentile were identified for Tier 2 services.
- Our Elementary Response to Intervention (RtI) committee met to continue our work in formalizing our RtI model and reviewing necessary Reading and Math interventions and assessments as indicated by our School Improvement Plan.
- *Stop, Drop and Read* was this month's theme to engage students in books and increase the love of reading. The Reading Incentive Committee sponsored this event and looks forward to more fun activities each month. This committee has two goals: Develop stronger home school connections and encourage students' love of reading at home and at school.

External Community:

- Firemen from the Gurnee Fire Department visited students in October for Fire Safety Month. Students learned about stop, drop and roll and the importance of smoke detectors. The fireman shared the equipment they use to stay safe and put out fires.

Internal Learning Community:

- The Elementary School is continuing its efforts in promoting our Core Values. Students and staff have focused their efforts this month in encouraging October's Core Value of Respect. At West, we introduced our October Core Value at an all-school assembly and recognized our Core Value Kids. Core Value Kids are students that are recognized by our school for truly exemplifying a Core Value. While at East, we continue to use our Core Value program to advance our students' application of the Core Values in their everyday lives. Student pictures are taken and put up on a bulletin board in the hallway, receive a Core Value key chain, and are given a certificate. Since its inception, feedback regarding our efforts in supporting our Core Values has been positive and is a worthwhile venture.

Woodland Intermediate School

"Learning to find... solutions"

To: Dr. Swoboda

From: Dr. Kent Ashton, Principal
Ana Fuhrer, Associate Principal

Date: October 23, 2009

Re: Board Report – October 2009

STUDENT ACHIEVEMENT

RTI

With an eye on reaching the goals we've set as part of our School Improvement Plan, teachers are focusing primarily on academic interventions and progress monitoring during the morning Flex Time in our schedule. Since we believe this is a smart way to start the day, we've changed the name of the period from Flex Time to SMART START. We've also coined a more "kid-friendly" term for our academic intervention groups – we are calling them PAW POWER groups. *Good Wildcats demonstrate ROAR behavior and everything they learn in school is PAW POWER.*

During the Institute Day on October 9th, teachers participated in team building and self-reflection activities aimed at helping them obtain a better understanding of their own perspectives, classroom routines, organization, as well as their approach to teaching. The school RtI Committee also set up a fun competition to review the good teaching practices that are emphasized in RtI. The objective of the day was to help teachers find areas they can adjust and fine-tune in their teaching in order to obtain greater levels of success as we move forward with the implementation of RtI. During the second part of the day, teachers spent time creating individual goals in reading and math for their students.

We are making advancements in utilizing data to target the individual needs of our learners. We are currently reviewing the reading and math scores from MAP and using them as a data point to determine which students will continue to participate in the Paw Power groups with our specialists as well as in 2nd Quarter Bridges. Our specialists, Bridges teachers, and school psychologists are now directly involved in the process of analyzing the progress monitoring data we are continuously collecting.

PBIS

The Intermediate staff and students responded well to our first PBIS monthly booster lesson. While students were participating in interactive tutorials concerning keeping their hands and feet to self, teachers were simultaneously meeting as teams to brainstorm ideas for integration of the skill throughout the monthly curriculum and daily routines. Our booster lessons are

taught during PE and Specials time on one Tuesday per month. This is the same time that teachers are receiving training as part of our Tuesday Team Time scheduled staff development.

Later that same week, our ROAR Quarterly Celebration took place. For approximately one hour on Friday afternoon, students were engaged in a variety of activities, with the purpose of celebrating their quarterly successes. The activities ranged from physical sport in the gyms, to extra time on the lab computers. Four lucky ROAR tickets were drawn and the recipients received pizza and ice cream parties for their classrooms.

We are streamlining the program in the upcoming quarters so that the re-teaching and celebrating all occur within the monthly booster event. This will allow us to transition the students seamlessly into activities where the expected behavior is, once again, emphasized as part of our natural routine.

Our data has indicated that office referrals have been significantly reduced, as compared to this time last year. In addition, we have been able to identify trends in the data, and have found that our few incidents have taken place primarily on the bus or at recess, and involve the behavior of keeping our hands and feet to self. Thus, we are emphasizing, throughout October, the re-teaching of the *Cool Tool* that addresses the importance of "keeping hands and feet to self."

STUDENT LEADERS

The Intermediate Student Leaders participated in the creation of the first edition *Woodland Tribune- Voice of the Student* Newsletter. The leaders met weekly to discuss the concerns of Intermediate Students. Many ideas were generated, including the Student Leader Weekly Riddle Program that encourages all students to participate in brainteaser questions. These questions are part of a bulletin board display that is updated by the student leaders and displayed at the entrance of our building. This month's community service project found the student leaders stuffing trick or treat bags for a local youth club at Millburn Community Church. As we move into second quarter, a new group of leaders will be chosen and our Peer Tutoring Program will begin.

INTERNAL/EXTERNAL COMMUNITY

FALL FEST PARTIES

The Intermediate School held our annual Fall Fest Parties on October 16th. We are highly appreciative of those parents that volunteer their time to come in to assist the classroom teachers with the parties. Students enjoyed their food and activities, and overall, demonstrated very good behavior.

CELEBRATING STAFF

In the same way that we like to acknowledge our students when they demonstrate ROAR behavior, we believe it's important to celebrate their teachers, too. As part of PBIS, teachers will receive random accolades for their hard work and success.

ASSEMBLIES

Both 4th and 5th Graders were treated to cultural arts assemblies in the month of October. Through the generous donation of our PTA, the 5th Grade students were able to enjoy the musical presentation of the Full Score Orchestra. These are professional musicians who not only played their instruments, but also promoted the playing of music and the education of our students. The students and staff were very grateful for this opportunity.

Also in October, entertainer and educator, Jim Mitchell, visited our 4th Graders to bring his lively presentation of 6+1 Writing Fun. This interactive assembly allowed student participation and strengthened student motivation in the area of 6 Trait Writing. Using volunteers and colorful, fun props, Jim brought the traits of writing to life! The students were especially surprised by the culmination of the event, which featured an appearance by Toby, the Parrot! Later in the day, Intermediate Students could be found writing with a renewed enthusiasm for the art!

AWARENESS ITEM

This year, the administrative team will, once again, conduct individual goal meetings with all students in order to stress the importance of their academic success. The team has developed a form that will be used to record each student's current MAP scores in reading and math, as well as their personal goals for the spring testing session. In an effort to make the process more equitable for all students and administrators, we are also working to standardize the documents teachers use to set the goals with their students. While it is a great challenge for the administrative team to schedule these meetings with students, this process is one that each of the administrators truly enjoys, due to the unique opportunity to connect with all students and discuss their progress in school. Our hope is that it has a positive impact on them and promotes an even greater sense of support for our teachers.

TO: Dr. Joy Swoboda
FROM: Scott Snyder
RE: Middle School Report for October 2009

Learning ... to Find Solutions

Student Achievement

Homework Support – We have begun an organized homework support program for WMS students in our LRC each afternoon Monday through Thursday from 2:30 to 3:30 in our LRC. In addition to two certified staff members, we also have three to four Warren High School students from their National Honor Society, Student Council, and Future Business Leaders of America organizations on hand each day (15 high school students in all) to assist in tutoring WMS students. This arrangement is a change from our previously somewhat-scattered Homework Clubs that was made possible via a small change in the Collective Bargaining Agreement. Thus far, staff, parents and students have positively received the program and its consistent time and location.

October 9th In-Service Day – Middle school staff members spent the day reviewing their students' MAP scores and setting both individual and team growth goals. As part of the individual goal setting process, staff members identified additional students on their team who would benefit from our Exploratory Math and Reading Programs. The initial placements for these programs took place last spring and summer. Reviewing the placements again in the fall allows us to identify those students who are either new to our school or were on the borderline when the initial placements were made. A portion of the day was also spent working with colleagues in their departments on curriculum review/alignment and other department needs.

Internal Community / Climate & Culture

PBIS Update – Our R.O.A.R. Team has begun the new school year with as much energy and enthusiasm as they began last school year. In fact, we have had 13 additional staff join the committee this year. This increase in membership has allowed for the development of subcommittees on Celebrations, Communications and ROAR Tools & Training. The Communications Subcommittee has recently published our first quarter newsletter for staff and is finalizing our first ever parent ROAR newsletter. It will highlight our school's progress to date and encourage parents to utilize the ROAR philosophy as well as vocabulary at home with their children. In addition to planning and presenting the staff training for our August in-service, our Tools & Training Subcommittee has also published weekly management tips in our staff bulletin, prepared table tents with tips that are prominently displayed in our staff lounge and created a PBIS email account by which they can respond to staff questions pertaining to PBIS.

Red Ribbon Week Activities – Red Ribbon Week took place the week of October 23rd. The theme for this year's Red Ribbon Week is *Drug Free is the Key*. Special spirit days centered on Red Ribbon Week's anti-drug message and an advisory door-decorating contest were highlights of the week for our students.

Safety Drills- We recently completed a series of safety drills in our school. On October 5th we conducted our first Code Red drill in partnership with the Gurnee Police Department. We received several areas of feedback from the police officers that participated in the drill. Most were relatively minor, yet important, details that staff members had forgotten about. These were reviewed with staff and a follow-up code red drill was scheduled for October 19th. Feedback from the officers was very positive after the second drill. October is also National Fire Prevention Month. We conducted our second fire drill of the year on October 16th. Members of the Gurnee Fire Department were stationed throughout our school as observers during the drill. Feedback from this event was extremely positive as the school was safely evacuated in less than 4 minutes.

External Community

WMS/PTA Book Fair – The PTA held its annual book fair for WMS staff and students the week of October 19th. As it was extremely popular last year, a special staff preview day was held on October 16th to allow staff the opportunity to see the available titles in advance so they could talk them up with their students.

Fiscal Responsibility

WMS FACT Meetings – Following the first two meetings of the Financial Advisory Community Taskforce, information from the meetings was shared with the WMS staff via our School Leadership Team meetings. This format has proven to work well for the topics that were discussed at the first two FACT meetings. As we head towards the more substantive issues of class size, paraprofessionals, fine arts, and exploratory classes we will be holding multiple meetings with various groups of staff *in advance* of the FACT meetings. I feel that it is important that the recommendations that ultimately may lead to staff members losing their livelihood be heard directly from the person(s) making the recommendations rather than through the grapevine after it has been presented in a public forum.

To: Dr. Joy Swoboda
From: Dr. Anne K. Swanson, Assistant Superintendent for Curriculum, Instruction and Accountability
Re: October Board Report
Date: October 21, 2009

Learning . . . to find Solutions

NCLB

On October 5, 2009, Woodland Elementary and Woodland Intermediate School Improvement Plans were electronically submitted for review to the ISBE via the Interactive Illinois Report Card website maintained by Northern Illinois University.

We are currently completing the District Improvement Plan (DIP) for Board approval. The DIP is a compilation of the two School Improvement Plans already approved.

Intermediate School piloted the 4th grade ISAT writing test during the week of October 5-8.

Individual ISAT student score sheets have arrived. The scores of last year's 8th graders, now 9th graders, have been delivered to the high schools. Scores for 4th-8th graders will go home with the 1st quarter report card. ACCESS scores for ELL students will go home in the same manner.

Dates for FY10 ISAT are:
3/2 – 3/12

MAP/Assessment

Fall MAP testing is complete. On the October 9 Institute Day, teachers worked to complete student and team goals based upon their fall scores.

Remaining testing dates for FY10 MAP are:
1/11 – 1/15 (Grades 4-5 reading, special education Grades 6-8)
4/13 – 4/28 (Grades 2-8 in math and reading)

Testing dates for 1st and 2nd grade FY10 Otis Lennon School Ability Test (OLSAT) are:
1/25 – 1/29 (Grades 1 and 2, verbal and non-verbal cognitive testing) This information is used for retention meetings in 1st grade, and for identification for advanced and remedial services.

Staff Development

Schedules for the October 9 Institute Day are attached.

Curriculum

Middle School language arts teachers have their first meeting with the Intermediate School language arts teachers on Thursday, October 22. The purpose of the initial meeting is to identify redundancy in the 5th and 6th grade curriculum that may be contributing to the consistently lower

growth scores in 6th grade reading as measured by MAP. Proficiency scores on ISAT are strong, but growth in 6th grade reading has been the lowest since MAP testing began.

ESL/Bilingual

The ISBE now requires that we test and service ELL students in our Pre-K programs. The Pre-Individualized Developed English Activities Proficiency Test (IPT) assessment will be used to identify children acquiring English. Two assessment kits have been ordered and a letter to notify Pre-K parents of this change has been drafted.

Gifted

We are working closely with the Middle School to study the feasibility of embedding gifted classes into two or three teams per grade level. Each team currently has one or two accelerated math classes (Challenge). The Advanced classes are “off team” and require 3.0 FTE and several stipends for teachers of additional Advanced classes. Embedding gifted teams means that all teams would have two accelerated math classes: either two Challenge or one each of Advanced (Gifted) and Challenge. The remaining math classes on the team are grade level classes. An Advanced (Gifted) language arts class would be on the teams with all three math levels (Advanced, Challenge and grade level). This arrangement allows students in Advanced language arts regardless of math level.

The exploration of the change is motivated by both a larger financial savings and an improvement in services. Embedding gifted classes into teams eliminates disruptions to instruction resulting from field trips, MAP testing and team activities. The savings will be part of the FACT recommendations to the Board.

Response to Intervention (RtI): Tier 1 and Tier 2

Reading and math specialists are all working with students in Tier 2 (supplemental) services. Our goal is 100% grade level proficiency and achieving AYP.

Technology Review Committee

Earlier this month we began our Technology Review Committee. The goals of the committee are to review our current technology instruction, align our curriculum to the National Educational Technology Standards (NETS) and to increase the integration of technology into our daily classroom instruction. The committee is comprised of technology teachers, classroom teachers and administrators.

ARRA

We continue to move forward with many American Recovery and Reinvestment Act purchases. Three of the five technology based intervention programs are at different stages of purchasing nearing implementation.

We are finalizing the selection of a vendor for our SMART Boards for the Primary and Middle Schools. As we look forward to implementing them a team of technology teachers and two administrators visited the Latin School in Chicago. The Latin School is a SMART Showcase School. The visit was beneficial as we look to support teachers with this new instructional tool. On October 27th, a team of Primary School teachers will visit the Avon School in Grayslake to observe and discuss with the staff their SMART Board instruction.

Woodland District 50
Teacher Institute Day
Agendas
October 9, 2009

October 9

Kindergarten

8:00-8:45 Alan Mann Presentation and Nominations-Lounge

9:00-9:30 Technology Tips from First Grade-Lounge

9:45-10:30 Center Sharing-Erin and Danielle's Room

10:45-11:15 Kathy Richardson Math Training

11:15-12:00- Create Center in Classroom

11:15-12:00-ESL Planning

12:00-1:00 Lunch

1:00-1:30 East side in rooms- West visit

1:30-2:00 West side in rooms-East visit

2:15-3:30 Team Building for all- Multipurpose Room

EC/WELE

8:00-8:45 Alan Mann Presentation and Nominations-Lounge

9:00-9:30 Technology Tips from First Grade

9:30-12:00- Teachers -Curriculum Meeting/ ESPED Goal Bank-Update -EC Checklist- Sharis' Room

9:30-12:00- Paraprofessionals- Creating adaptive materials for classrooms or CPR

12:00-1:00 Lunch

1:00-2:15-ESPED- individual teachers work on IEPs

2:15-3:30 Team Building for all-Multipurpose Room

Those staff members who signed up for CPR will be attending at the time they requested. They should report to Primary for the remainder of the day.

Woodland District 50
 Teacher Institute
 October 9, 2009
 Elementary School

8:00 - 11:00	11:00-12:30	12:30 - 3:30
<p>8:00 – 8:30 All Staff Alan Mann Presentation <i>Location: East Cafeteria</i></p> <p>8:30 – 11:00 RtI for the Elementary School</p> <p>East Staff Overview of RtI Bridges update Math update Reading Specialists Rotation <i>Location: East Library</i></p> <p>West Staff Data Meetings <i>Location: West Library</i></p>	<p>L U N C H</p>	<p>Grade 2 and Grade 3</p> <p>Classroom teachers, Specialists, ESL, Bilingual, LDR, Self-Contained: Complete individual student MAP goals in reading and/or math <i>Location: Classrooms</i></p> <p><i>(Optional Goal Setting Review and MAP Assistance in East Library 12:30 - 1:30)</i></p>
		<p>Grade 1 1:00 – 3:30</p> <p>Tier I strategies and activities share <i>Location: West Library</i></p>
		<p>All Staff Xerox Training</p> <p>Recommended training time. All unassigned staff please select any time slot.</p> <p>12:30 - 1:00 - 1st grade 1:30 - 2:00 - 2nd grade 2:00 – 2:30 - 3rd grade</p> <p><i>Location: East Staff - East/West Computer Lab West Staff - West Computer Room</i></p>

**** OTs, PTs and SLPs please consult the PPS schedule.**

Woodland District 50
 Teacher Institute
 October 9, 2009
 Elementary School

8:00 - 11:00	11:00-12:30	12:30 - 3:30
<p>PPS Staff eSped Training <i>East Staff 8:00 – 9:00 – E/W Lab</i> <i>West Staff 9:15 – 10:15 – E/W Lab</i></p>	L U N C H	<p>Psychologists, Social Workers and Nurses Family Crisis Training 12:30 – 3:00 <i>Location: ESC Oak Room</i></p>
<p>Music Teachers Continue modifying curriculum due to the block schedule 8:00 – 11:00</p>		<p>Music Teachers Continue modifying curriculum due to the block schedule 12:30 – 3:30 – <i>East Music Rooms</i></p>
<p>PE Continue modifying curriculum due to the block schedule 8:00 – 11:00</p>		<p>PE Continue modifying curriculum due to the block schedule 12:30 – 3:30 – <i>Gym Office</i></p>
<p>Art Continue modifying curriculum due to the block schedule 8:00–11:00</p>		<p>Art Continue modifying curriculum due to the block schedule 12:30–3:30</p>
<p>Reading Recovery Rtl for the Elementary School 8:00 – 11:00 – <i>East Cafeteria</i></p>		<p>Reading Recovery Review <i>Student Identification</i> 12:30 – 3:30</p>
<p>Library Continue modifying curriculum due to the block schedule 8:00–11:00</p>		<p>Library Library Grant 12:30–3:30 – <i>INT Library</i></p>
<p>Computers Continue modifying curriculum due to the block schedule 8:00 – 11:00 <i>Intermediate</i></p>		<p>Computers Continue modifying curriculum due to the block schedule 12:30 – 3:30 <i>Intermediate</i></p>
<p>Bridges Rtl for the Elementary School 8:00–11:00 – <i>East Cafeteria</i></p>		<p>Bridges Student identification for 2nd, 3rd and 4th quarters 12:30–3:30 – <i>Reading Specialists Offices</i></p>
<p>Technology Advisors New Computer Training Preparation 8:00 – 11:00 – <i>East/West</i></p>		<p>Technology Advisors Xerox Training 12:30 – 3:30 – <i>East/West Lab</i></p>

**** OTs, PTs and SLPs please consult the PPS schedule.**



Woodland Middle School
In-Service Day
 October 9, 2009



Groups	8:00 – 8:40 AM	8:45– 11:30 AM	11:30 AM-12:45 PM	12:45-3:30 PM
<p>Core Teams, Self-Contained, Resource, Bilingual/ESL, Gifted LA & Math and Explore Reading & Math</p>	<p>Alan Mann Award Nominations Staff members will be given the opportunity to nominate their colleagues for the <i>Alan Mann Excellence in Education Award</i>.</p> <p><i>Location: Individual Classrooms</i></p>	<p>Department Meetings</p> <p>Language Arts Department Language Arts teachers will meet to explore searching with Destiny and/or other databases available via our LRC. Grade level curriculum alignment discussions will also continue.</p> <p>Math Department 8:45 – 9:15 - Department Meeting</p> <p><i>Location: D202</i> 9:15 – 10:15 – Compiling Resources by Chapters for both regular and challenge. Practice, Re-teach, and Enrichment Assignments and or Activities Review Materials and Assessments</p> <p><i>Locations: 8th Grade – D212 7th Grade – D202 6th Grade - D317</i></p> <p>10:30 – 11:30 – Exploring the new Technology</p>	<p style="text-align: center;">Lunch</p>	<p>Student Goal Setting Teams will analyze Fall 2009 MAP data and identify the process by which individual student growth goals in both reading and math will be established with their students. Teams will also review the roster of students currently scheduled for the Explore Reading and Math classes and identify any additional students who would benefit from the program.</p> <p><i>Location: Individual Teams</i></p>

PPS Department

8:45 – 10:00

Members of the PPS staff will participate with the Core Department activities.

10:15-11:30

Members of the PPS team will learn how to add students, print reports and get your burning questions about ESPED answered!

Location: C230

Science Department

8:45-9:45

Science teachers will meet to discuss the following topics:

- Strategies used to teach reading in non-fiction/textbooks
- Department T-shirts
- Review/Revise/Revisit lists of anchor labs and supplies to start alignment for budget purposes

Location: E233

9:45-10:30

Science Grade Level Meetings

6th grade science teachers will meet to:

- Share non-anchor labs that are being piloted this year or have been tried and ready to share
- Look at areas of need that could use additional activities for reinforcement of concepts or to replace old activities that are not working well anymore
- Modify activities for above average students and lower level students
- Focus on planning for Ecology/Weather units, share what everyone plans to do to make sure grade level is on same track and promote teaming
- Starlab update, schedule workshop for training

Location: C311

7th grade science teachers will meet to:

- Plan trip to Warren Newport Public Library
- Create specifics about how you would like 7th grade LA teachers to be involved in the Review of Literature

for Science Fair

- Work on Science Fair Modifications regarding technology, etc.

Location: D135

8th grade science teachers will meet to:

- Review safety test to separate safety section and equipment section.
- Share new items/labs for activities

Location: E233

10:30-11:30

Science teachers will work individually on the following:

- Work in storage closets to clean up closets/labs/return lab supplies to safe storage area (cabinets)
- Label cabinets/textbooks if necessary
- Put chemicals back in chemical cabinets or return them to E233
- Assemble copy requests to submit to central copying for next unit
- Work on long range planning for ALL students (DI-ing activities as needed)

Location: Individual Rooms

Social Studies Department

6th grade social studies teachers will meet on the following topics:

Reading in Social Studies

Discuss and share information. Bring samples of things you use.

- Vocabulary connections
- Main ideas
- Monitoring and teaching comprehension
- Summarizing and Synthesizing
- Information

Civilizations Project

- Civilizations project teaching calendar
- Civilizations packet and projects
- LRC resources and schedules
- Tri-fold orders

Location: C239

7th grade social studies teachers will meet on the following topics:

1. Freedom Resources (Lynn P.)
2. Reading Strategies
3. Guest Speaker Results (Lynn P.)
4. Civil War Days (Haines)
5. Constitution (Haines)

Location: E101

8th grade social studies teachers will meet on the following topics:

- Enhancing Curriculum in the Classroom - Teacher Collaboration in WWI, The Roaring 20's, and The Great Depression.
- 8th grade field trips
- Non-fiction reading strategies.

Location: D129

October 23, 2009

TO: Joy A. Swoboda, Ed.D.
FR: Kim Burke, Human Resources Department
RE: October Board Report

Learning...to find Solutions

GOING WELL

Tuition Reimbursement – 185 certified staff and 8 educational support staff will receive tuition reimbursement this semester. A total of \$204,169.18 will be paid for this benefit.

Lane Changes - 95 teachers will receive a lane change for the first semester. The total salary increase of these 95 teachers for this semester is \$236,632.00.

Flu Shots – As mentioned in my report last month our Benefit Cooperative provides flu shots *free* to District #50 employees as part of the wellness feature of the health insurance benefit. Flu shots were given on September 24th, 29th & 30th, October 1st and 5th. A total of 394 people participated in receiving this benefit, which is an increase of 85 participants in comparison to last year.

Open Enrollment – Open enrollment will be held on December 2 and 3, 2009. During open enrollment employees have the option to change or add to their medical and dental benefits as well as to enroll or re-enroll in the flexible benefits program.

Teacher Service Record - The Teacher Service Record is now open for inputting data. The deadline for submitting the report to the Illinois State Board of Education is December 15, 2009. This is the information that the ISBE receives to extract District statistical information and to help track qualified staff.

Teacher Certification Registration and Renewal – Over one third of our staff are up for registering/renewing their certificates by the end of this school year. We have sent reminders to staff to go on line to complete the process to renew their certificates.

Seniority List - Each year, per our collective bargaining agreement we post a seniority list of certified and ESP staff by December 1. This is a lengthy process that takes into account all factors as outlined in the collective bargaining agreement such as leaves of absence that are subtracted from the total years of service, etc. Once the lists are finalized and posted, all staff has 30 days to review the list and inform us if they feel there is an error. If corrections are made a new list is posted.

Associate Superintendent of Education Recruitment – We have established timelines to recruit for the position of Associate Superintendent of Education. The position will be posted by the first week of November and will close at the end of November.

Compliance Preparation – We are continuing to prepare for the compliance visit of personnel files. Last week we received word that we will have two staff from the ROE conducting the audit of our files during the week of February 22 through February 26, 2010. As mentioned in my report last month we have received the checklists from the Regional Office of Education to prepare for our upcoming compliance visit. The checklists are broken down into five (5) categories of administrators, certified teaching staff, paraprofessional staff, educational support staff and substitute teaching staff. For each of these categories we are reviewing personnel files

to ensure the following information is current and on file: certification and endorsement, highly qualified status, transcripts, physicals, TB skin tests, fingerprints and/or criminal background checks, form I-9 (employment verification and eligibility), child abuse and neglect reporting, sex offender and child murderer. During the visit the auditors will receive a complete list of these items for each category, as applicable. In addition, they will receive a folder, which holds the applicable compliance information for each employee.

To: Dr. Joy Swoboda

From: Don Selzer
Director of Operations & Facilities

Re: Operations & Facilities Report for October 2009

“Learning... To Find Solutions”

Going Well

- The Grounds staff commenced annual fall maintenance, aerating and seeding, all fields.
- The South campus maintenance staff has replaced approximately 30 emergency lights to correct an identified Health Life Safety discrepancy.
- Bob and Don have been working with John Geier, Apex Energy Services, LLC, to purchase natural gas as our own entity instead of with the Intergovernmental Utility Purchasing Cooperative (IUPC). As per Board approval, 9.29.09, the District will be able to purchase natural gas independently starting February 1, 2010.
- The O&F staff set up and monitored 86 after-school or non-school events for the month of October, thanks all O&F staff.
- The O&F staff set up and provided assistance for weekend building access for 190 staff for the month of October, thanks to all District Representatives for Staff Access.
- The District's public service program realized 714 hours of work for the month of October, thanks to all District Representatives for Public Service. The work accomplished consisted of: mowing all District properties, turning over playground mulch, raking leaves, various grounds tasks throughout the District, trash pick up throughout the District and vehicle cleaning/inspections as weather allowed.

To: Dr. Joy A. Swoboda
From: Jennifer Tempest Bova
Date: October 26, 2009
Re: October Board Report

LEARNING...TO FIND SOLUTIONS

GOING WELL

- **Monthly Media Analysis:** Attached is the media analysis for the month of October.
- **Media Communications:**
 - Press Releases: 24
 - Articles: 35
- **Newsletter:** Our fall newsletter will be mailed out to our 17,000 taxpayers by the end of the month. This fall's newsletter will feature information about FACT, student learning and the November Community Forum.
- **PR Council Workshop:** Established five years ago, the PR Council of Lake County is hosting its annual workshop. This year's workshop will feature keynote speaker Rob Stafford from NBC Channel 5 News. The second half of the workshop will conclude with a media panel consisting of reporters, editors, and news anchors. The workshop will be held at 9 a.m., December 4 at Warren Newport Library. You will receive formal invitations shortly.
- **Taste of College:** The Business and Education Partners Program has set the dates for this spring's Taste of College: February 18, February 25, March 4 and March 11. The closing reception will be held on March 11 at Warren Township High School. Designed for 8th graders, the program is intended to provide students with the opportunity to take classes and be exposed to area colleges in Lake County. The Business and Education Partners Program was established in the fall of 2004 when the Lake County Chamber of Commerce joined with Gurnee School District 56, Warren Township High School District 121 and our district along with area colleges and universities in a partnership to support and promote public education in Lake County. BEPP was formed with a charge to enhance school/community relations through the support and partnership of area business leaders.
- **Transportation Communications:** In an effort to further enhance our communications with families, we are working with Honeywell, our vendor that manages our automated phone message system, to assess how the Transportation Department can use the Instant Alert system to communicate more efficiently with parents.
- **Website Counter:** As of October 26, 165,439 have visited our website since July.

PUBLIC INFORMATION MEDIA ANALYSIS
October 2009

Date	Source	Summary Statements	Slant/Analysis of the Article: General tone and meaning	School/Department
09/30/09	Triblocal September 30 <i>Press Release</i>	Woodland PTA to Host General Meeting October 14.	Posting of press release about PTA General Meeting October 14 referencing the H1N1 presentation and flu vaccines available in conjunction with the meeting. Neutral: Article brief from press release.	District
09/30/09	Triblocal September 30 <i>Press Release</i>	Financial Advisory Community Taskforce meetings set this fall.	Posting of Press Release about the dates and times of Financial Advisory Community Taskforce meetings. A statement of the purpose and make up of the committee members. Neutral: Article brief from press release.	District
10/01/09	Triblocal	Raising money for the Woodland School Garden.	Article brief to please support the Harvest Garden at Woodland Elementary West school by purchasing copies of the children's book, <i>Our Generous Garden</i> . Positive: \$5 from each book sold goes directly to creating and maintain the school's seed-to-pantry vegetable garden.	Elementary West
10/01/09	Lake County Journal September 29 <i>Press Release</i>	Woodland District 50 Board of Education Special Meeting.	Article posting of date and time of Board of Education special meeting. Neutral: Article generated from a press release.	District

Continued

PUBLIC INFORMATION MEDIA ANALYSIS
October 2009

Date	Source	Summary Statements	Slant/Analysis of the Article: General tone and meaning	School/Department
10/03/09	Daily Herald	Are school districts really going for transparency?	<p>Article summary on new state law passed in August and effective October 1, requires all school districts in the state to post administrators' salaries on their Web site.</p> <p>Negative: Article stating that calls to Woodland Elementary District 50 were not returned about where its information might be. <i>The district followed up to discuss this statement. No calls were made to Jennifer's office. The Herald could give us no record of who they phoned or spoke to.</i></p>	District
10/08/09	Daily Herald October 2 Press Release	Spinning a tale. Picture.	<p>Demonstration on how to turn wool into yarn using a spinning wheel for Kindergarten children in Woodland Primary School's English as a Second Language class.</p> <p>Positive: Picture of demonstrator spinning wheel and students watching.</p>	Primary School

Continued

PUBLIC INFORMATION MEDIA ANALYSIS
October 2009

Date	Source	Summary Statements	Slant/Analysis of the Article: General tone and meaning	School/Department
10/15/09	News Sun	Bugged! Creepy crawlers at Woodland Primary School. Front Page picture and story.	Art of Primary student looking at a tarantula during a presentation by "Bug Man" David Stokes about his insect program. Positive: Insect program featuring live and preserved insects with a hands on approach for the enjoyment of learning.	Primary School
10/15/09	Pioneer Press <i>October 9 Press Release</i>	Woodland Elementary East Core Value Kids for September.	Article brief Woodland Elementary East recognizing Core Value Kids for the month of September. Positive: Article from Press Release.	Elementary East
10/15/09	Triblocal <i>September 4 Press Release</i>	New book helps raise money for school garden.	Article brief on purchasing copies of "Our Generous Garden" local residents can support the harvest garden project at Woodland Elementary West. Positive: Up to \$5.00 from each book sold goes toward creating and maintaining the school's seed-to-pantry vegetable garden.	Elementary West

Continued

PUBLIC INFORMATION MEDIA ANALYSIS
October 2009

Date	Source	Summary Statements	Slant/Analysis of the Article: General tone and meaning	School/Department
10/15/09	Lake County Journal <i>October 2 Press Release</i>	A hands-on lesson for Woodland Primary English-as-a-second language program. Photograph	Photograph of students watching a spinning-wheel presentation. The children watched the presentation after reading the story "Rumplestiltskin." Positive: A hands-on lesson for Woodland Primary English-as-a-second language program.	Primary School
10/22/09	Gurnee Review <i>September 29 Press Release</i>	Woodland sponsors informative flu clinic.	Article brief on 100 residents, including children lined up at Woodland Intermediate School on October 15 for seasonal flu shots sponsored by the Woodland District 50 PTA. Picture of Julia Plescia, school nurse explain the symptoms of H1N1 and flu virus. Positive: An informative presentation from two district nurses addressed the threat of H1N1 swine flu virus and gave tips on how to stay healthy during flu season.	District

PRESS RELEASES BY THE NUMBERS:

Press releases for the month of October: **5**
 Press releases to date: **24**
 Articles stemming from press releases: **35**

TO: Joy Swoboda, Ed.D, Superintendent
FROM: Dann Giesey, Directory of Technology
RE: Technology School Board Report
DATE: October 23, 2009

Technology Update

➤ Computer Replacement Project

Implementation of the new computers at our Elementary Schools has begun. Classroom implementation began this week in Elementary West and we have completed 50 of the 80 classrooms.

We are on schedule and, if the transfer rate of user data continues at the current pace, we expect to finish Elementary West School classrooms by Friday October 30.

Following is the status to the Computer Replacement at Elementary East and Elementary West Schools as of October 23:

- Elementary West School completed west wing classrooms
- Elementary West School completed center core including special purpose rooms and clinic
- Elementary West School completed office

Feedback so far has been very positive, and only minor issues have been observed or reported.

➤ Xerox Copier / Laser Printer Replacement Project

Implementation of the school and building copy centers has been completed. A total of 73 Xerox copiers were installed at the schools and buildings. The technicians received training from Xerox for level one support and the school and building staffs have received training from the Tech Advisors on how to print, copy, scan and secure print.

The technicians this week began removing the laser printers and the following has been completed thus far:

- Primary laser printers have been removed
- Intermediate laser printers have been removed
- Elementary East and Elementary West laser printer removal is in process and is scheduled to be complete by October 31.

- Middle School laser printer removal is in process and is scheduled to be complete by October 31.
- ESC laser printer removal is in process and is scheduled to be complete by October 31.

October 28, 2009

TO: Dr. Swoboda

FROM: Roberta Magera
Director of Transportation

RE: October Board Report

Ongoing:

Although we are continuing to add back stops to our routes, the number of requests has begun to slow down considerably.

With the addition of all of the stops, it has become necessary to continue to monitor the morning arrival times of the buses. Some route times have been adjusted to ensure that the buses are arriving to school on time. We are also monitoring the afternoon line up arrival times for the Intermediate and Elementary schools and anticipate making changes the first week of November.

We are also in the process of adding two Middle School routes and two Elementary routes. These new routes will be in place the first week of November. We have enough staff members to cover these routes at this time by moving temporary sub drivers hired in September into place.

Awareness items:

Bus Safety and emergency evacuation classes were conducted as required for all schools during this month with the exception of the Intermediate school. Drivers reviewed the safety guidelines for the students and conducted emergency exit evacuation drills so the students would experience exiting the bus via the back doors.