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Patricia Kinsella
Assistant Superintendent of Schools

To: School Committee
From: Patricia Kinsella
Re: Report on Institute Day, 1/20/15
Date: February 5, 2015

Institute Day 2015 was a joyful, focused and productive time for collaborative work among educators. This report provides a brief overview of the day's outcomes. A slide show with images of the day will be presented at the School Committee meeting on February 5, 2015.

The district experimented with a novel structure this year; we created a space in which faculty could bring their energies to bear on the meaningful, collective work of their choice. This change in the structure of the day was a proactive response to a clear and consistent message from staff--what they need most at this point in the school year is uninterrupted time in which to work with each other.

Faculty had multiple options in framing their day. They could offer or participate in a morning workshop; they could work on a full-day project; or they could put together morning and/or afternoon work projects. In the end, four morning workshops and over sixty full- and half-day work projects took place.

The district expresses its gratitude to our workshop presenters, whose efforts met with great success:

1. Claudia Fox Tree: *Beyond "Colorblindness" - Challenging Conversations*
2. Lateefah Franck and Tangela Brinson: *Culturally Competent Classroom Management*
3. Jillian Daly: *Kids Yoga*
4. Blake Siskavich: *Creating a Classroom Culture of Growth Mindset*

A small sample of written feedback from these four workshops illuminates the impact on participants:

"Claudia: Excellent presentation; should be a required course for many in the district."

"Workshop was great! I wish there were more teachers signed up for this."

"I loved Jillian's yoga workshop... I can't wait to implement her movement breaks."

"Lateefah and Tangela are a great resource and really helped me think about how I can support HPS students."

The range of work projects was similarly broad, from shadow puppets to fractions to science standards to guided and close reading. As I made my way around the district observing these diverse projects, the most common sentiment from faculty was a sense of gratitude. Faculty expressed deep appreciation for this long stretch of uninterrupted time that allowed them to focus on and produce high quality work. Written feedback from faculty corroborates the anecdotal oral feedback. Almost all faculty included something about the benefits of time to collaborate with their colleagues and/or the ability to choose their focus for the day. Most faculty would like us to consider structuring next year's Institute Day in a similar format.

"This has been one of the most productive collaborative days that I've had in years."

"Great idea letting us choose what we wanted to work on and with whom! Awesome to put into action something you've wanted to."

"This was a great way to differentiate our PD. It would be great if every Institute Day could be like this with even more workshops from our colleagues."

"Loved this...! This was so productive and helpful – I loved having time to work with my colleagues on work of our choice! Let's do this next year!

"Today was very productive... the most productive Institute Day since I started in 2006."

"What we accomplished today can be implemented tomorrow! Please run next year just as you did this year. THANK YOU!"

"It is so wonderful to learn from and with my smart, thoughtful and creative colleagues. I have never learned more than I did today!"

If the district does choose a similar format for Institute Day 2016, we will explore improvements based on the following suggestions from faculty:

- canvas staff early in the fall to determine the types of workshops they hope will be offered;
- invite workshop presenters to develop proposals earlier in the fall, based on the stated needs of faculty;
- invite faculty to list their ideas for work projects on a district-wide Google doc earlier in the fall so that all staff can see the range of work projects in development;
- provide earlier guidance on whether suggested work projects meet the district's criteria for inclusion in the day;
- given that funds for lunch will no longer be included in the budget, encourage a potluck approach to the mid-day meal; and,
- establish a communal lunch space on each campus so that small groups gather into a single communal space during the middle of the day.

For this year's Institute Day, as with all professional learning opportunities, the true test of success will lie in the degree of positive impact on actual teacher practice, and therefore, on student learning. Two of our queries on the written feedback form set the stage for a future analysis of this impact. We asked staff to identify three concrete ways in which this year's Institute Day helped advance their practice as an educator and to identify two actions that they would take as a result of the day's learning.

We will use these specific responses in a late February email sent to each individual faculty member; that email will remind recipients of the specific actions they had planned to take as a result of Institute Day. We hope that our faculty's forthright responses to this email query will help the district learn more about the most productive ways of structuring professional learning opportunities.

LastName	FirstName	Role	Building	Full day work project	AM Workshop	AM work project	PM work project
Goldner	Rachel	Kindergarten	Lincoln K-4	Affective iPad integration in Kindergarten			
Salemi	Rebeka	Kindergarten	Lincoln K-4	Affective iPad integration in Kindergarten			
Herzog	Elaine	Math	HPS	Align 1-3 math assessments			
Hopping	Kathleen	Math	Lincoln 5-8	Align 1-3 math assessments			
Walker	Carol	Math	Lincoln K-4	Align 1-3 math assessments			
Hansen	Karena	World Language	Lincoln 5-8	Bien Dit: New Textbook Series			
Whitney	Katherine	World Language	Lincoln 5-8	Bien Dit: New Textbook Series			
Cloutier	Lisa	Special Ed	Lincoln K-4	Classroom Movement Break booklets			
Fishbone	Dori	Special Ed	Lincoln K-4	Classroom Movement Break booklets			
Siegel-Melcher	Kate	Special Ed	HPS	Classroom Movement Break booklets			
Clancy	Elizabeth	Grade 4	HMS	close reading			
Eagan	Andrea	Grade 4	HMS	close reading			
Shestopal	Asya	Special Ed	HMS	close reading			
Whelton	Carole	Grade 4	HMS	close reading			
DiBiase	Pamela	Art	Lincoln 5-8	creative collaboration			
Gentel	Christopher	Art	HMS	creative collaboration			
Hall	Kristin	Drama	Lincoln 5-8	creative collaboration			
Sheppard	Karen	Music	Lincoln 5-8	creative collaboration			
Worona	Howard	Music	HMS	creative collaboration			
Russell	Theresa	Special Ed	HPS	Data tool for ESY			
Choe	Helen	Special Ed	HMS	Designing Curriculum for Students with significant Special Needs			Fraction project
Easton	Daphne	Special Ed	HMS	Designing Curriculum for Students with significant Special Needs			
English	Laura	ELL	Lincoln 5-8	ELL Curriculum			
Polster	Kimberly	English	HPS	ELL Curriculum			
Sweeney	Tara			ELL Curriculum			
Copplestone	Samantha	Grade 2	HPS	FYT: Gr 2 writing			
Keane	Mary	Grade 2	HPS	FYT: Gr 2 writing			
Mitton	Diane	Grade 2	HPS	FYT: Gr 2 writing			
Shaw	Tiffany	Grade 2	HPS	FYT: Gr 2 writing			
D'Agostino	Melissa	Grade 4	Lincoln K-4	Gr. 4 Math			
Dexter	Scot	Grade 4	Lincoln K-4	Gr. 4 Math			
Dwyer	Carolyn	Grade 4	Lincoln K-4	Gr. 4 Math			
Barkin	Julie			Gr. 5 Social Studies			
Davis	Maurisa	Grade 5	Lincoln 5-8	Gr. 5 Social Studies			
Sonalkar	Lauren			Gr. 5 Social Studies			
Totten	Susan	Math	Lincoln 5-8	Gr. 8 Math/Sci integration			Math/science eval goals
D'Alessandro	Loretta	Reading	HMS	LLI			
Goranson	Jeanne	Reading	HMS	LLI			
Anzaldi	Pamela	Music	HPS	Music and art curriculum integration			
Lubin	Donna	Art	HPS	Music and art curriculum integration			
Baker	Anna	Special Ed	Lincoln Pre School	PreK			
LoRusso	Karen	Pre School	Preschool	PreK			
Cushing	Lynne	Pre School	HPS	PreK analysis of Common Core/literacy			
Tempinski	Katherine	Pre K	HPS	PreK analysis of Common Core/literacy			
Wakeling	Jennifer	Pre School	HPS	PreK analysis of Common Core/literacy			
Foresman	Stacey	Kindergarten	HPS	Professional Practice Goal: HPS K			
Forsberg	Lindsay	Kindergarten	HPS	Professional Practice Goal: HPS K			
Horenstein	Sharon	Kindergarten	HPS	Professional Practice Goal: HPS K			
Mosier	Jane	Special Ed	HPS	Professional Practice Goal: HPS K			

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Portlock	Christine	Kindergarten	HPS	Professional Practice Goal: HPS K			
Encalada	Nancy	World Language	HMS	Reading Authentic Spanish Literature			
Martus	Catherine	World Language	HMS	Reading Authentic Spanish Literature			
Carpenito	Debra	Grade 3	Lincoln K-4	Shadow puppets			
Colombo	Joseph	Grade 3	Lincoln K-4	Shadow puppets			
Mastrullo	Jennifer	Grade 3	Lincoln K-4	Shadow puppets			
Wood	Sarah	Grade 3	Lincoln K-4	Shadow puppets			
Berkowitz	Laurie	Special Ed	Lincoln K-4	SLP team evaluation goals			
Falcone	Lisa	Special Ed	HMS	SLP Team evaluation goals			
Mauck	Laurey	Special Ed	HPS	SLP team evaluation goals			
Reneris Burke	Sharon	Special Ed	Preschool	SLP team evaluation goals			
Steed	Jannette	Pre School	Preschool	SLP Team evaluation goals			
Brown	Dayna	Pre School	Preschool	Social/emotional supports re DECA			
List	Catherine	Pre School	Preschool	Social/emotional supports re DECA			
Curry	Caroline	Grade 2	Lincoln K-4	Unpacking the ELA Standards			
Eisenman	Elizabeth	Grade 2	Lincoln K-4	Unpacking the ELA Standards			
Nageotte	Alissa	Grade 2	Lincoln K-4	Unpacking the ELA Standards			
Smits	Catherine	Special Ed	Lincoln 5-8	Unpacking the ELA Standards			
Spencer	Melissa	Special Ed	Lincoln 5-8	Unpacking the ELA Standards			
Wing-Jones	Cheryl	Grade 2	Lincoln K-4	Unpacking the ELA Standards			
Skelton	Hilary	English	Lincoln 5-8	Vertical alignment of research process 6-10			
Daniels	Shirley	English	Lincoln 5-8	Vertical alignment of research process 6-8			
Nam	Jenny	English	Lincoln 5-8	Vertical alignment of research process 6-9			
Cullen	Maureen	Special Ed	Preschool	Visual Supports for Home and School			
Mackenzie	Diane	Special Ed	Preschool	Visual Supports for Home and School			
Merra	Judith	Math	Lincoln 5-8		color blind		Close reading
Sajdera	Alice	Library	Lincoln 5-8		color blind		Curriculum articulation
Cullen	Stephen	Social Studies	Lincoln 5-8		color blind		Gr. 6 Social Studies
Glosband	Wendy	Social Studies	Lincoln 5-8		color blind		Gr. 6 Social Studies
Blumberg	Gwen	Language Arts	Lincoln K-4		color blind		refining guided reading
Richichi	Maureen	Health	Lincoln 5-8		color blind		School health services: emerg. Prep.
Fox Tree	Claudia	Special Ed	Lincoln 5-8		color blind		
Heffernan	Rosemary	Math	Lincoln 5-8		color blind		
McDonough	Mark	Computer Technology	Lincoln 5-8		cult competent		Curriculum articulation
Hachey	Kerry	Special Ed	Lincoln K-4		cult competent		DDMs and student learning goals
Torchia	Alechia	Special Ed	Lincoln 5-8		cult competent		DDMs and student learning goals
Kuchel	Colette	Special Ed	Lincoln K-4		cult competent		Executive functioning
Cassidy	Melissa	Grade 5	HMS		cult competent		Fraction project
Dunfey	Sarah	Grade 5	HMS		cult competent		Fraction project
Evans	Claire	Grade 5	HMS		cult competent		Fraction project
Sykes	Amanda	World Language	Lincoln 5-8		cult competent		Gr. 4/8 Spanish project
Johnson	Keith	Social Studies	Lincoln 5-8		cult competent		Gr. 7 SS assessments
Franck	Lateefah				cult competent		Lincoln METCO program
Brinson	Tangela				cult competent		Lincoln METCO program
Moody	Jaime	Metco	Lincoln 5-8		cult competent		Lincoln METCO program
Putnam	Nicole	Computer Technology	HPS		cult competent		Schoolology course
Green	Therese	Science	Lincoln K-4		cult competent		SEI strategies shared

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Cassidy	Ryan	PhysEd	Lincoln K-4		cult competent		Winter activities
Nordstrom	Melissa	PhysEd	Lincoln K-4		cult competent		Winter activities
Flaherty	Ginny				cult competent		
Nathanson	Teresa	Special Ed	Lincoln 5-8		cult competent	Vertical alignment of research process 6-9	
Kim	Ruth	Special Ed	HPS		Data tool for ESY		
Longacre	Rachel	Grade 1	HPS		Designing Guided Reading to Accelerate Progress of Struggling Readers		Designing Guided Reading to Accelerate Progress of Struggling Readers
Love	Kaitlyn	Grade 1	HPS		Designing Guided Reading to Accelerate Progress of Struggling Readers		Designing Guided Reading to Accelerate Progress of Struggling Readers
Paige	Elizabeth	Language Arts	HPS		Designing Guided Reading to Accelerate Progress of Struggling Readers		Designing Guided Reading to Accelerate Progress of Struggling Readers
Peterson	Rachael	Grade 1	HPS		Designing Guided Reading to Accelerate Progress of Struggling Readers		Designing Guided Reading to Accelerate Progress of Struggling Readers
Sullivan	Mary-Ann	Grade 1	HPS		Designing Guided Reading to Accelerate Progress of Struggling Readers		Designing Guided Reading to Accelerate Progress of Struggling Readers
Vignola	Roseann	Grade 3	HPS		Designing Guided Reading to Accelerate Progress of Struggling Readers		Designing Guided Reading to Accelerate Progress of Struggling Readers
Williams	Jennifer	Grade 1	HPS		Designing Guided Reading to Accelerate Progress of Struggling Readers		Designing Guided Reading to Accelerate Progress of Struggling Readers
Baughan	Carolyn	Grade 3	HPS		Designing Guided Reading to Accelerate Progress of Struggling Readers		Gr 3 HPS team building
Howell	Pam				Designing Guided Reading to Accelerate Progress of Struggling Readers		Gr 3 HPS team building
Siskavich	Blake	Kindergarten	Lincoln K-4		growth mindset		Affective iPad integration in Kindergarten
Sasky Hughes	Karen Marie	World Language	Lincoln K-4		growth mindset		Gr. 4/8 Spanish project
Reed	Matthew	Grade 1	Lincoln K-4		growth mindset		Personal Narrative Writing
Webster	Melissa	Grade 1	Lincoln K-4		growth mindset		refining guided reading
Whitt	Jennifer	Language Arts	Lincoln K-4		growth mindset		Unpacking the ELA Standards
Daly	Jillian	Kindergarten	Lincoln K-4		kids yoga		Affectove iPad integration in Kindergarten
Haflich	Kimberly	Special Ed	Lincoln K-4		kids yoga		Executive functioning
Garside	Brian	Special Ed	Lincoln K-4		kids yoga		Mindfulness techniques
Lebel	Anique	Guidance	Lincoln K-4		kids yoga		Mindfulness techniques
Spiro	Ilene	Special Ed	Lincoln 5-8		kids yoga		Mindfulness techniques
LaRocco	Cathlin	Grade 1	Lincoln K-4		kids yoga		Personal Narrative Writing
Rooney	Elizabeth	Grade 1	Lincoln K-4		kids yoga		refining guided reading
Rote	Ann	Library	HMS		kids yoga		Schoolology online course
Rawding	Kerrilyn	Math	Lincoln 5-8		kids yoga		Statistics in math curriculum
Burke	Scott	PhysEd	Lincoln 5-8		kids yoga		Winter activities
Clarkin	Stacey	PhysEd	HPS		kids yoga		Winter activities
Moynihan	Barbara	PhysEd	HMS		kids yoga		Winter activities

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Averch	Elizabeth	Science	Lincoln 5-8		NGSS		NGSS
Kalesnik	Gregory	English	HMS			align 6/7 7/8 ELA curr	continuity among 7th grade sections wi Manley
Matthes	Cynthia	Computer Technology	Lincoln 5-8			Affective iPad integration in Kindergarten	Curriculum articulation
Johnson	Julie	Grade 3	HPS				Gr 3 team building
Gold	Joshua	Math	HMS			Authentic Learning Cross Curricula Project - Grade 6 and Section 76	Gr. 6 Math/STE
Mathai	Mani	Math	HMS			Authentic Learning Cross Curricula Project - Grade 6 and Section 76	Gr. 6 Math/STE
Peledge	Jason	Social Studies	HMS			align 6/7 7/8 ELA curr	Gr. 7 SS assessments
Curtis	Mairead	Science	HMS			NGSS	Math/science eval goals
Metzger	Ellen	Math	Lincoln K-4			Align Gr. 7 math curriculum to Statistics and Prob. Standards	Math/science eval goals
Reynolds	Julie	Science	Lincoln 5-8			NGSS	Math/science eval goals
Fairchild	Janice	Grade 6	HMS			Authentic Learning Cross Curricula Project - Grade 6 and Section 76	MCAS open response
Manley	Kathryn	Grade 6	HMS			align 6/7 7/8 ELA curr	MCAS open response or continuity among 7th grade sections wi Kalesnik
Fasciano	Rebecca	Science	HMS			Authentic Learning Cross Curricula Project - Grade 6 and Section 76	NGSS
Lipton	Fred	Science	HMS			NGSS	NGSS
Trant	David	Science	Lincoln 5-8			NGSS	NGSS
Dirrane	Eileen	Health	HPS				School health services: emerg. Prep.
Albuiexch	Monica	Computer Technology	HMS			Authentic Learning Cross Curricula Project - Grade 6 and Section 76	Schoolology online course
Pearce	Colleen	Art	Lincoln K-4			Shadow Puppets	SEI strategies shared
Morin	Heather	Math	HMS			Align Gr. 7 math curriculum to Statistics and Prob. Standards	Statistics in math curriculum
Shannon	Carolyn	Math	HMS			Align Gr. 7 math curriculum to Statistics and Prob. Standards	Statistics in math curriculum
McCarthy	James	Guidance	HMS			Website resource	Student Learning Goals: Hanscom
Reynolds	Cathleen	Guidance	HMS			Website resource	Student Learning Goals: Hanscom
Janusis	Grace	Guidance	HPS			Website resource	Whole body listening
Salis	Mara	Guidance	HPS			Website resource	Whole body listening