

To: Marlinton Board of Education
From: Mrs. Anna Minor, Assistant Superintendent
Re: Curriculum and RttT Update
Date: October 17, 2013

October 4, 2013 Waiver Day

October 4th marked the first full waiver day for the year. Teachers were all divided in collaborative groups for many activities. The morning began with a **HR Kiosk training** where all of our teachers were trained on developing an **Individual Professional Development Plan (IPDP)** for the Local Professional Development Committee (LPDC). Once plans are approved our staff is able to enter the activities for pre-approval. This system allows our district to have a *paperless process* and all documentation is stored electronically for future needs.

Our RttT Transformation Team was the first group to preview the selected Classroom Walkthrough app that principals will use for this part of the required OTES evaluation. Then on our waiver day, principals highlighted our **walkthrough template** with staff. The principals projected the "Classroom Walkthrough" app using their iPads for staff to see firsthand how the program is utilized. This app is also available on their iPhones. The app is very user friendly and can be modified as desired.

A large portion of the morning was used for **SLO reporting and template completion**. As departments and grade levels, staff debriefed about the logistics of the SLO testing, provided solutions for areas of concern, analyzed the results of the testing, and determined if students needed any type of portfolio for the year. After team collaboration, individuals worked on completing their SLO template and growth template. Both of the documents are sent to the administrator in charge of evaluating the staff member so conversations can occur between the two.

The afternoon consisted of **department and grade level meetings**. Depending on how far staff was able to get in the morning depended on the length of their department time. During the department time, with teachers' input, individual agendas were developed to meet the needs of each department and grade level. Using a collaboration log, teachers submitted questions for future consideration or concerns. A major focus for this year is the completion of curriculum mapping for all classes.