

**Spring Branch Independent School District  
Agenda Item Information**

**Date of Board Meeting:** September 22, 2008

**Subject:** Request for Approval of the Individual Learning Plan Task Force

**Administrator Responsible:**

**Name:** Jennifer Blaine, Ed.D.

**Position:** Associate Superintendent for Curriculum and Instruction

**Purpose of Agenda Item:**

Information only       Action needed       Report

**Additional Information and/or Back-Up:**

The Individual Learning Plan Task Force Chartering Document is provided, along with the task force's meeting schedule and membership roster for 2008-2009.

## **Individual Learning Plan Task Force Chartering Document**

### **Official Designation**

Individual Learning Plan Task Force

### **Purpose and Scope**

In accordance with the Spring Branch ISD Five Year Educational Plan, the charge to the Individual Learning Plan Task Force is:

- to name the critical attributes of an individual student learning plan whose purpose is to ensure academic success and is based on student needs and aspirations,
- to collect information regarding available Individual Learning Plan tools that have been designed to develop and record individual student learning plans, and
- to recommend a sequence and timeline for 2012 implementation of the Individual Learning Plan to the SBISD Board of Trustees.

Topics to be addressed include, but are not limited to:

- Student needs assessment
- Goals and sub-goals of the learning process
- Creation, maintenance, and communication of the ILP (who, what, when and with whom)
- Actions and responsibilities for home, school and student
- Resources for students, teachers and parents
- Evidence and measurement of learning; personal portfolios
- Intervention and assistance; role of the advisor and of the advisory period

This Task Force will conduct a thorough review of SBISD policy as it pertains to Individual Learning Plans and will make recommendations to the SBISD Board of Trustees regarding policy changes necessary to effect the desired gains in student performance and patron satisfaction. The goal of the Individual Learning Plan is to facilitate post-secondary success for every SBISD student through collaborative, structured goal-setting targeted to student strength and need.

## **Membership**

There will be two chairpersons for the Individual Learning Plan Task Force:

- Catherine Robinson, Executive Director for Elementary Teaching & Learning
- Pamela Butler, Executive Director for Secondary Teaching & Learning

There will be 25 members of the Alternative Learning Task Force, comprised of the following stakeholder groups:

- District Administrators (3 to begin in September 08)
- Campus Administrators (8 to begin in September 09)
- Teachers (17 to begin in September 08)
- Parents (4 to begin in September 08, to be joined by 4 more in September 09)
- Students (4 to begin in September 09)

The Task Force will have balanced representation from both Title I and Non-Title I Campuses.

## **Meetings and Procedures**

The Task Force will begin in October 2008 and complete their work in May 2010. Meetings will be held on the last Tuesday of the month, with the exception of December 2008/9, April 2009/10, June 2009/10, July 2009/10, August 2009/10. Meetings will be held from 4:00-6:00 in the evening and the location is to be determined. The Chairpersons will send the list of meeting dates, times and locations to all Task Force members in advance. Task Force updates to the Board of Trustees, as well as the Leadership Team will be sent out once a month in the form of Friday Notes. Additionally, the Task Force Chairpersons will prepare and distribute to all members a summary of each meeting.

Task Force members will not receive pay, allowances or benefits for their service on the Task Force. Meetings will be placed on the Professional Development Learning Center (PDL) for non-contract professional development credit for SBISD teachers and administrators. Parents, students and community that elect to serve will do so voluntarily.

## **Products**

The Associate Superintendent for Curriculum Instruction and the Associate Superintendent for Administration and Personnel will oversee the final presentation given to the Board in the Fall 2010. The final presentation will be given at a Board Workshop and will include, but not be limited to:

- A formal presentation

- Compilation of Task Force work:
  - Meeting Agendas
  - Notes
  - Task Force Membership
  - Research
  - Findings
  - Recommendations
  - Draft Policy (if applicable)

The members of the Individual Learning Plan Task Force will be informed of the time and location of the Board Workshop where the presentation is to be given so that they may be in attendance.

INDIVIDUAL LEARNING PLAN TASK FORCE  
2008- 2009

<b>Meeting Dates &amp; Times</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
Oct. 14, 2008	4:00-6:00 pm	Admin Building, Room 275
Nov. 18, 2008	4:00-6:00 pm	Admin Building, Room 275
Jan. 20, 2009	4:00-6:00 pm	Admin Building, Room 275
Feb. 17, 2009	4:00-6:00 pm	Admin Building, Room 275
Mar. 10, 2009	4:00-6:00 pm	Admin Building, Room 275
May 19, 2009	4:00-6:00 pm	Admin Building, Room 275

# 2008 Individual Learning Plan Task Force

## ROSTER

<b>Administrators</b>		
<b>Name</b>	<b>Campus</b>	<b>Role/Title</b>
TBD		Administrator
TBD		Administrator
TBD		Administrator
TBD		Administrator
TBD		Administrator
TBD		Administrator
TBD		Administrator
TBD		Administrator

<b>Teachers- Elementary</b>		
<b>Name</b>	<b>Campus</b>	<b>Roles/Title</b>
Bathke, John	Spring Shadows	Teacher
Colvard, Allison	Valley Oaks	Teacher
Hand, Cindy	Thornwood	Teacher
Rapp, Ami	Nottingham	Teacher
Rivera, Melissa	Bear Blvd	Teacher
Rodriguez, Cindy	Buffalo Creek	Teacher
Sproule, Heather	Ridgecrest	Teacher
Wiech, Nancy	Hunters Creek	Teacher
TBD	Frostwood	Teacher

<b>Teacher- Secondary</b>		
<b>Name</b>	<b>Campus</b>	<b>Role/Title</b>
Bottlinger, Rachel	Spring Woods HS	Teacher
Bullock, Tamesha	Landrum MS	Teacher
Hodges, Sharon	Northbrook HS	Teacher
Okafor, Alexander	Stratford HS	Teacher
Taylor, Nancy	Memorial MS	Teacher
TBD	Memorial HS	Teacher
TBD	Northbrook MS	Teacher
TBD	Spring Forest MS	Teacher