

# Victor Central School District

## MINUTES

### Curriculum Council

May 10, 2018  
 Senior High Library Nook  
 3:30 - 5:00 pm

#### Roles:

Facilitator: Jill Pollack  
 Time Keeper: Eric Pasho

Minutes: Heidi Robb  
 Refreshments: Bring your own

**Members:** ~~Gina Braun, Mary Anne Buckley, Jen Check, Luciana Cursino-Parent, Jessica Fronczak, Brian Gee, Geoff Gerbasi, Robin Halladay, Allison Heltz, Kevin Holtz, Melanie McGuire, Mike Myers, Jessica Newby, Eric Pasho, Carol Prescott, Heidi Robb, Joanna Schoff, Lisa Shaw, Kristin Swann, Bethanie Swartz~~

#	Topic/Subject	Person Responsible (if not all)	Time Allotted	Purpose/ Proposed Action				
				For Info	Work Session	Make Recommendation	Assign Task	Make a Decision
<b>Opening</b>								
1	Welcome	Facilitator	1 min					
2	Approve Minutes of 4/12/18	Facilitator	3 min	Minutes approved				
3	Review Agenda	Facilitator	1 min					
<b>Guest Presentation</b>								
4	Comprehensive Guidance Plan	Roni Puglisi	15 min	Roni Puglisi, Gina Sanzotta (Int), Mary Banazak (HS), Emily Schosek (ECS), Ange Catelli (Intern)  This same presentation will be presented to K-6 and 7-12 administrators.  Three year process: 1. Mission and belief statements 2. Aligned current programming to ASCA Standards and review Gap Analysis and conducted and analyzed time assessment.				

				<p>3. Identify needs, created scope and sequence charts, documented lessons/activities for each learning objective.</p> <p>Counselors at VCS were doing well with Tier 2 (Small Group) and Tier 3 (Individual), but gaps were found with Tier 1 (All students)</p> <p>ECS-55 classroom lessons (on friendship, respect, transition, and others as needed lessons)</p> <p>Primary-65 classroom lessons (on friendship, anger management, mindfulness, and others as needed lessons)</p> <p>VIS-117 classroom lessons (up to 162) (on counselor introduction, emotion management, empathy, conflict resolution, and others as needed lessons). Also meet with team teachers monthly.</p> <p>VJH-24 classroom lessons (on Grade 6 visit, grade 7 orientation, Naviance introduction, and others as needed lessons)</p> <p>VSH-115 classroom lessons (on Naviance resume builder, strengths assessment, college search, college application process, study skills and goal setting, and others as needed)</p> <p>Work to be continued:</p> <ul style="list-style-type: none"> <li>● Develop a new 3 year plan <ul style="list-style-type: none"> <li>○ Needs assessment survey</li> <li>○ Continue developing core curriculum</li> <li>○ Assess, review, update student support plan</li> </ul> </li> <li>● Identify an Advisory Council - Curriculum Council? <ul style="list-style-type: none"> <li>○ Provide annual updates</li> <li>○ Seek feedback and insights</li> </ul> </li> </ul> <p>How might it look if curriculum council were to support this work?</p> <ul style="list-style-type: none"> <li>● Meet two times a year to be sure needs are being met</li> </ul>
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				<ul style="list-style-type: none"> <li>• If surveys were to be sent out, curriculum council could support that work.</li> <li>• Guidance plan could also be part of curriculum review</li> </ul> <p>Should curriculum council become the advisory committee for the Guidance Plan? Are there any concerns?</p> <ul style="list-style-type: none"> <li>• We have so much we are responsible for-can we take on one more thing? We need to prioritize.</li> <li>• Could we do it for one year and then reconsider?</li> <li>• It is very important work and we want to do due diligence.</li> </ul> <p>Decision: Make the decision to be advisory committee for one year with the following considerations:</p> <ul style="list-style-type: none"> <li>• Is curriculum council the right match?</li> <li>• Is it too much for curriculum council to take on?</li> </ul>
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**Old Business**

5	Textbook Protocol	Heidi Robb	15 min	<p>November Discussion</p> <ul style="list-style-type: none"> <li>• Doesn't seem to be a clear process.</li> <li>• Seems more like a proposal rather than a process.</li> </ul> <p>Next Steps were to form a subcommittee to:</p> <ul style="list-style-type: none"> <li>• Write a descriptive process.</li> <li>• Rubric should align with district goals/mission.</li> <li>• Concept of a rubric, development of a process, need to do more research.</li> </ul> <p>Questions/Concerns:</p> <ul style="list-style-type: none"> <li>• Please read through Textbook/Materials Guidance Document for the June meeting.</li> </ul>
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**New Business**

6	Draft PDP plan	Kristin	20 min	
7	Curriculum Writing Framework	All	15 min	

**Closing**

8	Review Assigned Tasks	Minute Taker	2 min	All: Read through Textbook Materials Protocol and Comprehensive Guidance Plan for the June meeting  All: Read through the Professional Development Plan for the June meeting
9	Set Agenda & Roles For Next Mtg.	Facilitator	2 min	
10	Parking Lot Attendant	Facilitator	2 min	1). Shared Decision Making training date 9/17/18
11	Round Table	All	4 min	

**Future Meeting Dates: 6/14**