

**BARRE UNIFIED UNION SCHOOL DISTRICT
CURRICULUM COMMITTEE MEETING**

Via Video Conference – Google Meet
October 27, 2020 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Victoria Pompei, Chair (BT)
Tim Boltin, Vice-Chair (BC) – joined at 5:54 p.m.
Alice Farrell (BC)

COMMITTEE MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

David Wells, Superintendent

GUESTS PRESENT:

Venus Dean Christine Farnham Karen Fredericks Jean Haeger

1. Call to Order

The Chair, Mrs. Pompei, called the Tuesday, October 27, 2020, BUUSD Curriculum Committee meeting to order at 5:33 p.m., which was held via video conference.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes -

4.1 Meeting Minutes of September 22, 2020

The Committee agreed by consensus to approve the minutes of the September 22, 2020 BUUSD Curriculum Committee Meeting.

5. New Business

5.1 Curriculum Leadership Roles and Responsibilities

A document titled 'Curriculum Leadership Roles and Responsibilities – DRAFT 10/21/20' was distributed.

Mr. Wells reported that he and Jean Haeger (Great Schools Partnership), along with curriculum staff members, have been working on this document since the beginning of September. It was noted that there were many positive pieces of curriculum development within the BUUSD, and it was determined that it would be beneficial to have a document which outlined the overall process for curriculum development. Mr. Wells displayed a copy of the document and provided an overview of the various roles and responsibilities, advising of various roles that collaborate on curriculum development. Various positions include Curriculum Coordinators, Curriculum Leaders (teachers who receive a stipend), high school department heads, and Instructional Coaches. It was noted that the Superintendent and Assistant Superintendent of Instruction will work together and with the various curriculum team members to develop and align curriculum across the District. The various roles and responsibilities continue to be defined. Venus Dean (math) and Karen Fredericks (literacy) are Curriculum Coordinators. It was noted that Karen Fredericks is filling in for Lorraine Morris, who is working for the Virtual Academy for the 2020/2021 academic year. The Curriculum Coordinators are overseeing all aspects of K-8 curriculum and assessment including, managing documentation, and coordinating the MTSS system (multi-tiered systems of support). Mr. Wells provided an overview of the remaining listed positions; Curriculum Leaders (oversee and coordinate all aspects of PK – 8 curriculum, instruction, and assessment in various content area specialties), Instructional Coaches (support teachers in regular cycles of student-centered implementation of curriculum and assessment in content area specialties), and the high school department heads (also oversee and coordinate all aspects of instruction and assessment in content area specialties). It is critical to align curriculum between the K-8 schools, and the high school (vertical alignment). Mrs. Pompei queried regarding clarification of the reporting structure, voicing concern that the Curriculum Team members would be reporting to two individuals (the Superintendent and the ASI). Mr. Wells advised that work was being mapped out and that clarification should be forthcoming. Mrs. Farrell queried regarding the role of principals. Mr. Wells advised regarding the current model (which is a bit unstable), advising that it will be important to bring back the instructional leaderships team and coordinate implementation of curriculum with principals. Mrs. Farrell wants assurance that all involved parties are included in the 'loop'. Mrs. Pompei voiced concern that the primary roles of the Superintendent and ASI are not defined in the document and queried regarding the expectation for defining these two roles. Mr. Wells advised that he has been sharing information with principals and that he will be working with the new ASI on completing the mapping of this draft

document. Mr. Wells advised that most of his responsibility is for K-8 and the ASI will be working mainly on the high school. The Superintendent and ASI will be working together to bridge the gap between the schools, and will be working closely with the curriculum leaders. In response to a query, Ms. Haeger advised that she has worked with schools in Maine and Vermont, and that the most effective districts, in developing a coordinated curriculum program, have designated leaders in each of content areas, and those leaders all report to a leader at the district level. Mrs. Farrell reiterated her concern that principals be involved, and also advised that she believes horizontal alignment is also very important. Ms. Haeger advised that she has established PLGs (Professional Learning Groups) in each of the K-8 buildings, and those of the same grade level come together to share their work and resources. Ms. Haeger meets monthly with the PLG leaders, in cross-school settings. It was clarified that the monthly meetings involve the facilitators from each building, not the teaching staff. Brief discussion was held regarding other related leadership roles; Interventionists, PLG Facilitators, and Team Leaders.

5.2 Special Education Contract Services

A document advising of Special Education Statutes was distributed. Mrs. Pompei advised that she does not believe the information included in the packet addresses the concerns of the Finance Committee. The Finance Committee would like to see data regarding student success for students that receive services from contracted providers. It was noted that some students (being served by outside contractors) are frequently 'pulled' from school to attend/participate in (non-school) 'reward' types of activities, and there are questions (from parents and Committee Members) regarding whether or not these outings are academically beneficial to students. The Finance Committee would like to receive information regarding the educational value of utilizing outside contractors. Mr. Wells provided a brief overview of the documentation, highlighting the section pertaining to LEAs and their role in assuring that student needs are met and IEPs are adhered to. It was noted that documented progress is the ultimate goal. Parents are involved in the planning/approving of IEPs. Mrs. Pompei believes much more analysis needs to be performed. Mrs. Pompei will contact Mrs. Spaulding (Finance Committee) regarding specific information being requested by that Committee. Mrs. Farrell requested that a list of specific questions be documented. Mrs. Pompei advised regarding one issue that was raised concerning students who were brought (by contracted providers) to various public places over the summer. Given that there were many restrictions in place because of COVID, Mrs. Pompei queried regarding the safety/risk/benefits to these students, and questioned whether or not District employees would have been allowed to bring students to these public places (and if not, why was it allowable for contracted providers to bring children to these potentially risky settings).

6. Old Business

6.1 Annual Work Plan

A document titled 'DRAFT Curriculum Committee FY21 Annual Work Plan' was distributed. Discussion of assessments will need to be moved to the November meeting. In response to a query, it was reported that testing of individual students averages around 45 minutes (for students who know the content). Kindergarten testing takes approximately 30 minutes per student. Ms. Dean advised that assessment data will definitely be available for the November meeting. Test time varies depending on the type of test being administered. It was noted that the new Assistant Superintendent of Instruction should attend the Curriculum Committee meetings and assist with completion of the Annual Work Plan. Mrs. Pompei advised that in past years, there have been subject specific meetings. Topics suggested for future agendas include; The Barre Writes Contest, Vermont Reads, Technology (including how it pertains to hybrid learning), and math (appropriate instruction under hybrid learning),

7. Other Business

None.

8. Future Agenda Items

- Meeting Students Where They Are – Updates on Fall Assessments of Those in Hybrid and Virtual Instruction - K-12
- Introduction of the new Assistant Superintendent of Instruction
- Update on Curriculum Leadership Roles and Responsibilities
- Update From Regional Advisory Board (CVCC) (**December**)
- Anti-racism Curriculum in Our Schools – including Plans for an Equity Audit (**December** – waiting on guidance)

9. Next Meeting Date

The next meeting is Tuesday, November 24, 2020 at 5:30 p.m. via video conference.

10. Adjournment

The Committee Agreed by consensus to adjourn at 6:45 p.m.

Respectfully submitted,
Andrea Poulin