



**Spaulding High School  
Central Vermont Career Center  
Barre City Elementary and Middle School  
Barre Town Middle and Elementary School**

***Chris Hennessey, M.Ed.***  
Superintendent of Schools

*A rock solid education for a lifetime of discovery*

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## **MEMORANDUM**

**TO: Barre Unified Union School District Curriculum Committee**

Sarah Pregent (Vice Chair), Chris Parker, Nancy Leclerc,  
Melissa Battah, Rachel Aldrich

**DATE:** August 25, 2022

**RE:** BUUSD Curriculum Committee Meeting  
September 1, 2022 @ 6:00 pm

**In-Person:** Spaulding High School Library, 155 Ayers St, Barre

**Remote Options:** Google Meeting ID: [meeting link](#)

Phone Number: 1-413-327-0525 PIN: 177 328 274#

*If you attend the meeting remotely you must state your name for the record to satisfy the Open Meeting Law.*

## **AGENDA**

1. Call to Order (Sarah, Vice Chair)
2. Organize
3. Additions/Changes to Agenda
4. Public Comment
5. Review/Approval of Meeting Minutes
  - 5.1. Meeting minutes from August 4, 2022
6. New Business
  - 6.1. Great Schools Partnership, Extensive Summary of Support FY23 (Consultant, Jean Haeger)
  - 6.2. Feedback from Facilitator Training
  - 6.3. New Math Program - <https://illustrativemathematics.org/math-curriculum/>
7. Old Business
8. Other Business
9. Items for Future Agenda
10. Next Meeting Date: October 6, 2022 at 6:00 pm, SHS Library or via Google Meet.

## 11. Adjournment

### Parking Lot of items:

- SEL/MTSS Update
- Fall Climate Survey
- Review Results from January 2022 Staff Survey
- Details of Ms. Fredericks 5-Year Education Action Plan
- Discuss Blended Classes/AP Students
- Percentages: Student Drop-out Rates and School Completion Rates
- Plan to Assist Teachers in Understanding Data
- Use of Diagnostic Assessment Data to Assist Teachers with Identifying Student Needs
- Report on How planning to date has impacted Student Learning
- Professional Development
- Organizational Flow Chart (outline)(personnel fit/responsibilities)

### BOARD/COMMITTEE MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT CURRICULUM COMMITTEE MEETING

Spaulding High School Library and Via Video Conference – Google Meet  
August 4, 2022 - 6:00 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Sarah Pregent (BC) – Vice Chair  
Rachel Aldrich-Whalen (BC Community Member)  
Melissa Battah (BT Community Member)  
Chris Parker (BT)

#### COMMITTEE MEMBERS ABSENT:

Nancy Leclerc (At-Large)  
Vacant Position (BT)

#### OTHER BOARD MEMBERS PRESENT:

Alice Farrell  
Terry Reil  
Sonya Spaulding

#### ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent  
Karen Fredricks, Director of Curriculum, Instruction, and Assessment

#### COMMUNITY MEMBERS PRESENT:

Josh Howard

#### 1. Call to Order

The Vice-Chair, Mrs. Pregent, called the Thursday, August 4, 2022, BUUSD Curriculum Committee meeting to order at 6:00 p.m., which was held at the Spaulding High School Library and via video conference.

#### 2. Organize

The Committee agreed to postpone this item until a new individual is appointed to fill the vacant Board seat and an additional Board Member is assigned to the Committee.

#### 3. Additions and/or Deletions to the Agenda

On a motion by Ms. Battah, seconded by Mrs. Aldrich-Whalen, the Committee unanimously agreed to approve the Agenda as presented.

#### 4. Public Comment

None.

#### 5. Approval of Minutes -

##### 5.1 May 5, 2022 Curriculum Committee Meeting Minutes

On a motion by Ms. Parker, seconded by Mrs. Aldrich-Whalen, the Committee unanimously voted to approve as amended, the minutes of the May 5, 2022 BUUSD Curriculum Committee Meeting.

#### 6. New Business

##### 6.1 Brief Review of Spring Data (Including Administrators' Takeaways)

Three documents were distributed;  
'Spring 2022 Disaggregated SBAC Data'  
'Attendance Info 2022 – 2023'  
'Spring Survey Results'

Ms. Fredricks displayed the SBAC Data Report on screen and provided an overview of the data which has results broken down by school, and into various demographics, e.g. economic disadvantage, English language learners, etc.... The second page included in the packet is broken down by grade level and also is broken down by various demographic categories. There were no questions from the Committee.

# DRAFT

The Attendance Reports (by school) were displayed. Attendance is broken out by school and includes a District-wide summary. Ms. Fredricks provided an overview of the reports, noting that attendance is reported by grade, advising that 84% attendance or lower represents 28 or more absences. Areas of concern are highlighted in red. In response to a query, Ms. Fredricks advised that she believes the absences tracked in the report represent unexcused absences (not excused absences due to quarantining etc.). These reports also include a breakdown by various demographics. Where there are fewer than 5 students in a particular demographic, the data has been redacted to avoid identifying any individual students. Brief discussion was held regarding categories with high absence rates.

Ms. Fredricks displayed the Spring Survey Result Reports which include comparisons between the schools and comparisons to statewide data from the Vermont PBIS system. Survey responses include input from students, staff, and families. It was noted that parental involvement is lower than the District would like to see and the District will be working on improving parental involvement. There were no questions from the Committee.

## **6.2 Effective Practices as a Universal Focus**

A document titled 'Practices – Elements of Effective Instruction' was distributed.

The document was displayed on screen. Ms. Fredricks advised that the document represents approximately six months of work between curriculum leaders, coaches, and various other leadership groups within the buildings. The District's focus will be on effective practices (that are universal throughout each building) with the goal of addressing both academic and social/emotional needs. Professional staff will use the same practices for goal setting. There are specific and sometimes different strategies for use in various subjects. Various data points will be utilized to drive strategies. This is a 'living/working' document that will change over time and is intended to be aligned with the Strategic Plan. These practices will be shared during new teacher orientation and during the Opening In-Service Week. This document is intended to serve all learners. It was noted that the online version of the document includes links to additional information for each category.

## **6.3 Progress Monitoring to Support a More Effective MTSS**

A document titled 'Progress Monitoring Template' was distributed.

The MTSS (Multi-Tiered Systems of Support) template was displayed on screen. There are many different tiers of support in place. It is hoped that most students are supported by the first tier. There are several other tiers which provide more intensive support. The form displayed is intended for use with small groups to measure progress of individual students. Ms. Fredricks provided information regarding how the form can be utilized, noting that its use will help build consistency. In response to a query, Ms. Fredricks advised that the form is to be used to cater to students' needs and can be used to support students who excel. Ms. Parker noted that the tracking of attendance can be useful in working with parents with data supporting that absences are impacting learning. In response to a query, Ms. Fredricks advised that the goal is to track progress on a daily basis. Concern was raised that daily documentation could take instructional time away. Ms. Fredricks noted that the AOE recommends that there be 16 days of data in order for students to proceed with the process of EST referral. The District needs to confirm that students have been in attendance and that adequate instruction was provided.

## **7. Old Business**

None.

## **8. Other Business**

None.

## **9. Items for Future Agendas**

### September Agenda Items:

- Reorganization
- New Math Program Update
- Feedback from Facilitator Training
- Great Schools Partnership - More Extensive Summary of Support for 2022/2023 (Consultant, Jean Haeger)

### Parking Lot:

- REMOVE Special Educator's Office Presentation (will be presented to the full Board)
- REMOVE Great Schools Partnership (being added to September Agenda)
- ADD: SEL/MTSS Update
- ADD: Fall Climate Survey
- ADD: Review Results From January 2022 Staff Survey – TBD
- ADD: Details of Ms. Fredricks 5-Year Education Action Plan – TBD
- ADD: Discuss Blended Classes / AP Students – TBD
- ADD: Percentages: Student Drop-out Rates and School Completion Rates - TBD

# DRAFT

- ADD: Plan to Assist Teachers in Understanding Data - TBD

## **10. Next Meeting Date**

The next meeting is Thursday, September 1, 2022 at 6:00 p.m. at the Spaulding High School Library and via video conference.

## **11. Adjournment**

**On a motion by Ms. Battah, seconded by Mrs. Aldrich-Whalen, the Committee unanimously voted to adjourn at 6:51 p.m.**

Respectfully submitted,  
*Andrea Poulin*

**Barre Unified Union Supervisory District**  
**Great Schools Partnership Support 2022-23**

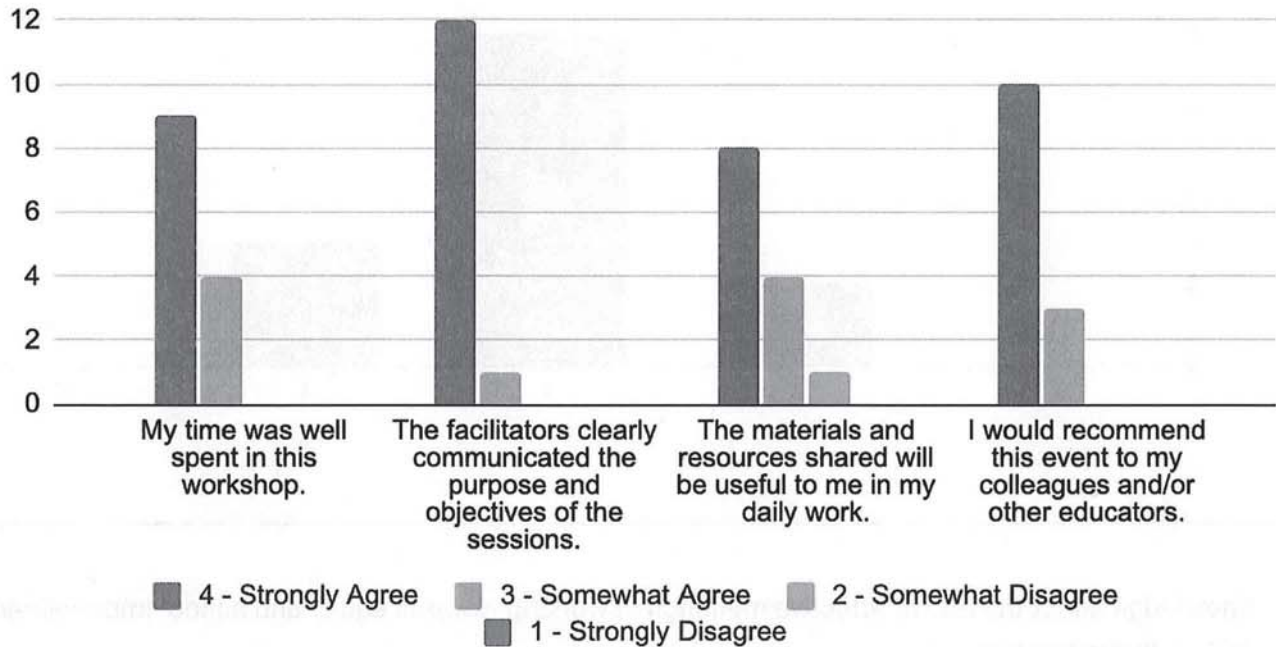
Jean Haeger, Senior Associate has been the primary GSP coach for the BUUSD since July 2017

**GSP SUPPORT GOAL: Support the development of systems to support professional learning structures, which result in enhancing teachers' practices and improving students' learning experiences in BUUSD schools.**

Areas of Work Planned for 2022-23:	Evidence of work completed:
<b>1. Curriculum Development and Cohesion</b>	
<ul style="list-style-type: none"> <li>Twice a month planning meetings with Director of Curriculum, Assessment, and Instruction (Director of CIA) to coordinate professional development for BUUSD PK-12 staff</li> <li>Monthly professional development and planning meetings with instructional coaches and Director of CIA in order to develop coaching capacity to impact teachers' practice aligned with Effective Elements of Instruction</li> <li>Monthly curriculum planning meetings with leaders of curriculum content areas to ensure cohesion (across content areas and vertically, PK-12) and alignment with district goals</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly feedback surveys from meeting participants</li> <li>District professional development agendas</li> <li>Curriculum meeting agendas</li> <li>Quarterly feedback surveys from curriculum meeting participants</li> <li>Staff feedback surveys from district professional learning sessions</li> </ul>
<b>2. Administrative and Instructional Leadership</b>	
<ul style="list-style-type: none"> <li>Participate in district admin teams monthly, or as needed</li> <li>Support individual administrators as needed</li> <li>Support the development of PLG processes among administrators</li> <li>Monthly administrative meetings to coordinate the integration of PLGs and PLCs with ongoing work of the school</li> </ul>	<ul style="list-style-type: none"> <li>Administrator Feedback</li> </ul>
<b>3. Professional Learning Group (PLG) Facilitation</b>	
<ul style="list-style-type: none"> <li>Facilitator training for those who are new to the role or who would like additional support</li> <li>Monthly facilitator meetings (open to all PLG / PLC facilitators)</li> <li>Individual support as needed to develop agendas, reflect on processes, increase impact on students' engagement and learning</li> <li>Consultation with SHS administrators and school leaders to support professional learning needs</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator training agendas and participant feedback               <ul style="list-style-type: none"> <li>August 16, 2022 Feedback</li> </ul> </li> <li>Mid year and end of year PLG Survey about the value of PLG meetings and the impact on teachers' practice</li> </ul>

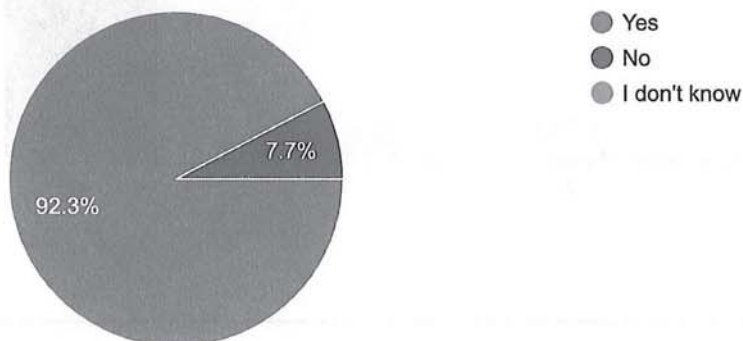
Responses from all 13 participants are summarized below.

Please rate your level of agreement with the following statements about your experience at the Facilitator Training.



I am leaving this workshop having identified at least one specific goal and action step focused on implementing effective meetings that I can take b...my classroom, school, district, and/or community.

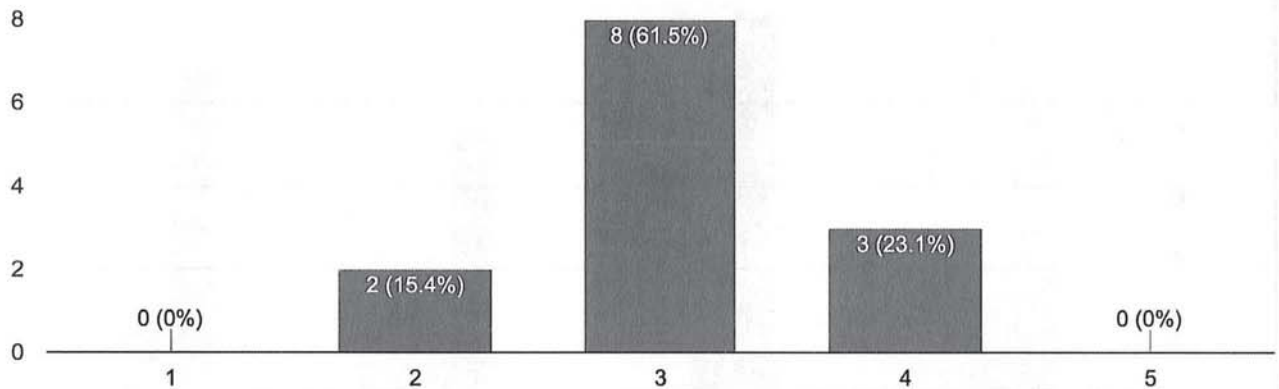
13 responses





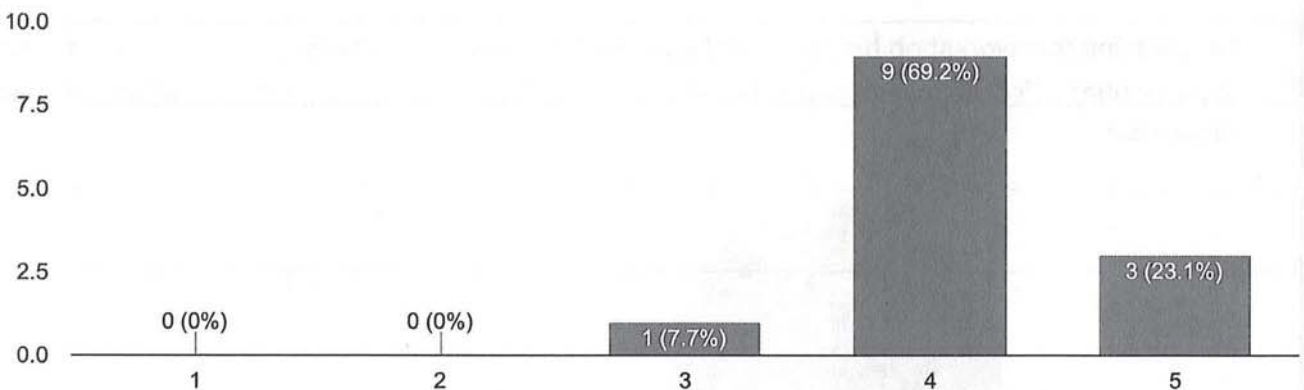
Knowledge about the role of effective meetings in working towards equity and school improvement  
BEFORE this workshop

13 responses



Knowledge about the role of effective meetings in working towards equity and school improvement  
AFTER this workshop

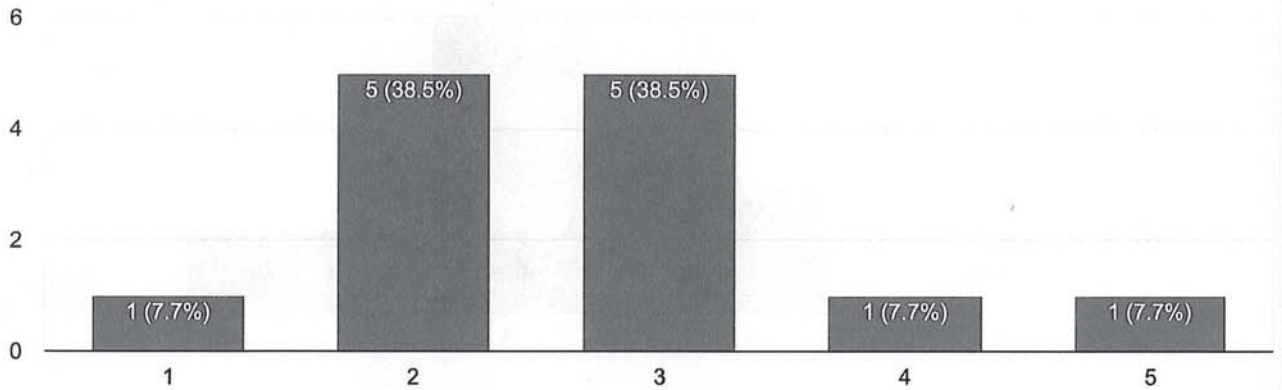
13 responses





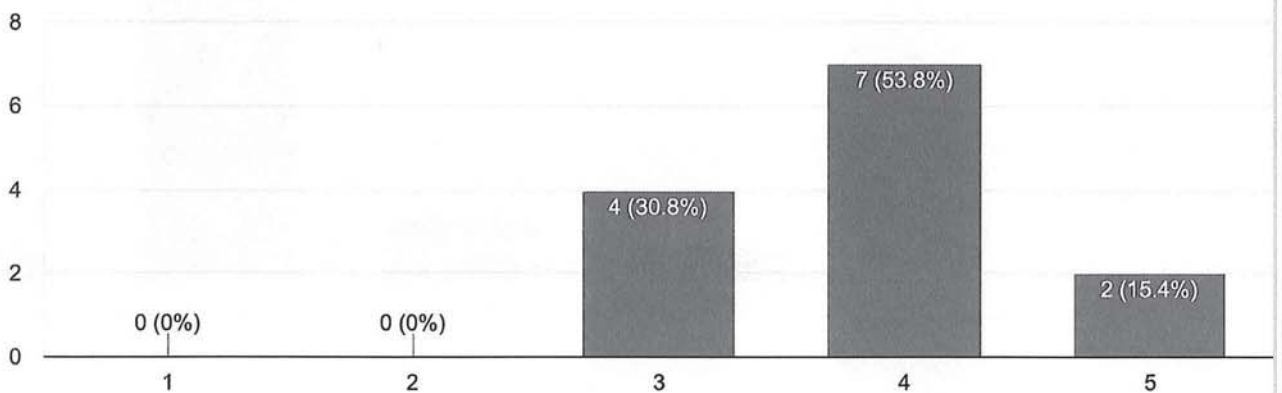
Capacity to use protocols to facilitate conversations and support professional learning BEFORE this workshop

13 responses



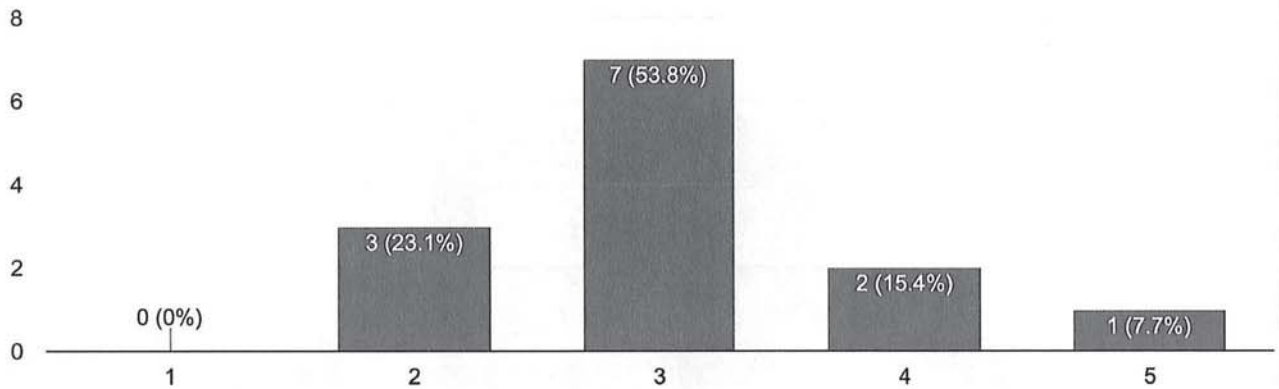
Capacity to use protocols to facilitate conversations and support professional learning AFTER this workshop

13 responses



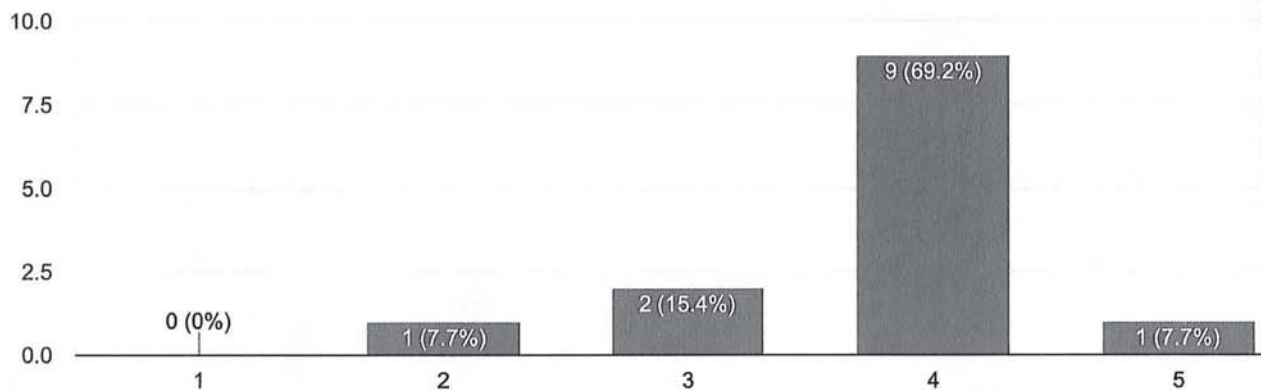
Knowledge about your own strengths and areas for growth as a facilitator BEFORE this workshop

13 responses



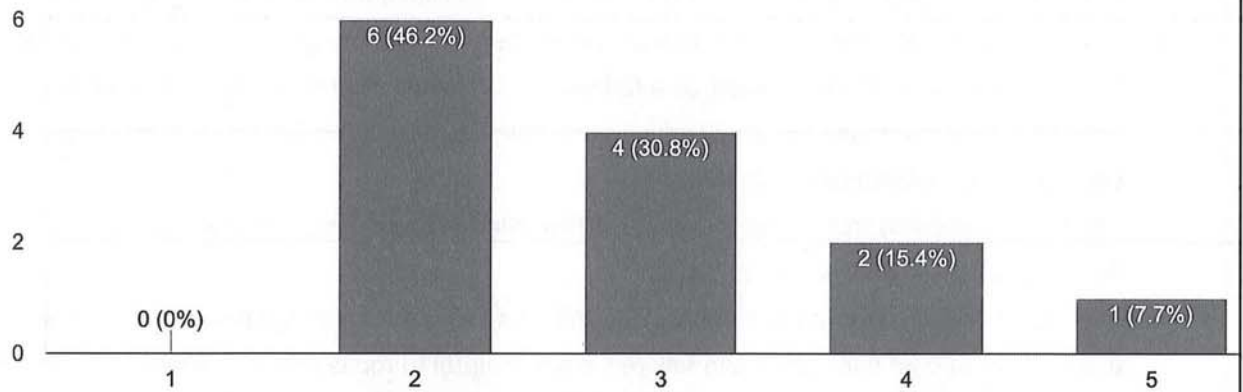
Knowledge about your own strengths and areas for growth as a facilitator AFTER this workshop

13 responses



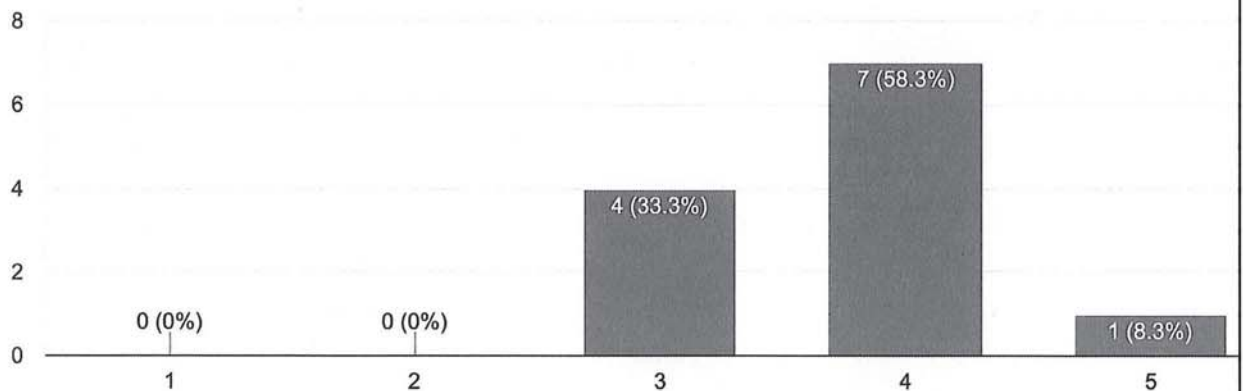
Comfort with leading and implementing effective meetings in your context BEFORE this workshop

13 responses



Comfort with leading and implementing effective meetings in your context AFTER this workshop

12 responses



COMMENTS: Is there anything else you'd like to share about this experience or your facilitators?

- Thanks--great workshop and follow-up would be amazing if possible. Voluntary after school session for facilitators?
- Thank you! I'm not sure if you have the capacity to offer follow up meetings for teacher PD days throughout the academic year, but I could see that being helpful.

- It was very informative and gave me more confidence as a PLG leader
- This was very informative. I'm walking away with resources that I think will help me be more confident in my role as a team leader. Thank you!
- Thank you. I appreciated the integration of the activities with data/info that's pertinent to our schools.
- The facilitators know their content so well and made it easy for our group to learn. I would like to have another workshop moving forward, as a followup. It was great that we were able to get outside. It was great that we were housed in a new educational building in Barre Unified Union School District. It was great that they offered lunch. Thank you!
- I greatly enjoyed this training and have gained knowledge and experience that will help me with facilitating. Thank you very much!
- This was a GREAT opportunity to revisit and reflect on my past meeting facilitation and use of protocols and learn from past successes and failures. It was helpful to focus on these important skills for a whole day and refresh my toolkit. It is such an impt skill.