



Timberlane Regional School District Minutes

Type of Meeting	Curriculum and Assessment Committee
Date	11/2/2021
Facilitator	Sandy Allaire
Attendees	Sandy Allaire, Mark Pederson, Lucy Canotas, Ken Henderson, Amy Gentile, Barbara Kiszka, Scott Strainge, Ashley Harbel, Tim Guanci, Sarah Galligher, Kelly Brooks, Jennifer Puchlopek
Agenda	Previously disseminated and posted online.
Notetaker	Ashley Harbel

Approval of minutes from 10/5/2021
Notes: Meeting called to order at S. Allaire at: 4:02 PM
Motion to <i>Approve</i> by: B. Kiszka Seconded by: A. Gentile
11 in favor; 0 opposed; 0 abstentions

TOPIC: Program of Studies - Second Read	
Discussion:	M. Pederson
<ul style="list-style-type: none">● New High School Course Proposals<ul style="list-style-type: none">○ Verbiage changing about Northern Essex Community College language - going in on page 11/12 - see handout given by M. Pederson. Added to PoS since last meeting.<ul style="list-style-type: none">■ S. Strange - four students part of program last year, five this year. Students leave at 10:30 and spend the rest of the day at the college. Students can take their own car to the college.■ Changes from Salem CTE have been reflected. Still waiting on Pinkerton○ Life Science/Bio - a new state law to teach Environmental Science - will be holding off for a year before making major changes.○ Math<ul style="list-style-type: none">■ Math dept. does want to call the class Alg. III. Other districts use this as a title for similar courses. They did brainstorm other options, but came back to this. Will also help with the NCAA approval process. Will need to do a good job of marketing the course - maybe write a script for teachers/counselors so they know the things that will be included in the class for student recommendations.■ S. Allaire - this change to this course will mean no more half credit courses in math?	



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- M. Pederson - will get rid of two half year and one full years - replacing it with this one full year.
 - S. Allaire - will this be a concern for students credit wise from the school counseling office?
 - J. Puchlopek - if they put students into one half credit, the students take the second one as well. Counseling dept in support of this move.
 - Health
 - M. Pederson - went back to PE/Health dept. - agreed to change Women's Health and Wellness to the name to "Studies in Women's Health and Wellness"
- K. Brooks: Special Education Updates
 - On corrective action for LC's and TEP classes
 - TRHS Learning Centers - taking the credit away has been approved by the state
 - TEP Classes - state is going to put it in and will then hopefully be approved. There may be other classes that aren't TEP but may be part of other programs.
 - Moving forward to the program portion of the state action.
 - S. Allaire - Can Kelly come to the board meeting to speak to these changes with the board if there are any questions?
 - B. Kaszka - it will be good to have someone there to tell the board that corrective action was needed that led to these changes.
- If moves forward to the Board - will be on the two school board meetings in December for first and second readings.
- S. Allaire - would it make more sense to give the board the two new courses up front (second meeting in Nov.) and then the PoS. Easier to read and get more attention if it is spread out.
- B. Kaszka - it makes sense to stagger it between the two.

Conclusions:	<p>Motion: S. Allaire: Motion approve the PoS to move to the Board of Education for the December meetings. Seconded: T. Guanci 11 in favor; 0 opposed; 0 abstentions</p> <p>Submotion: T. Guanci: Motion to move forward the two new courses - Health and Math - to the Board of Education for the second November meeting. Seconded: S. Strainge 11 in favor; 0 opposed; 0 abstentions</p>
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Action Items	Person Responsible / Deadline
Sandy will connect with B. Cochrane and admin assistant to get items on upcoming board meetings.	

TOPIC: Holocaust/Genocide Studies Law Update	
Discussion:	A. Harbel



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- Law Update - State board meeting 11/10/2021
 - Language for grades - Implemented no later than 8th grade as a component of a course in social studies.
 - HS Level - Implemented as a component of a course in SS, World History, Global Studies, or US History that is a condition of HS graduation for all students
 - Can be supported by other contents, but must be taught in a social studies course
 - Once approved by the board will go to Joint Legislative Committee on Administrative Rules (JLCAR) to continue the approval process.
- Best Practices committee - create a resource guide for educators and school communities. Create some sort of white paper for admins and presentation (spring 2022?) to then prep for training in 2022/2023 school year.
- Implementation committee - will be creating opportunities for forums for both educators and admins/superintendents around the law - includes needs assessments, information on available resources, support for sharing mandate with communities as well (community forums)
- S. Allaire - once the ed rules will be approved, we will have to do a crosswalk of curriculum to ensure that
 - District Social Studies Curriculum committee will start meeting in a few weeks and this will be on the agenda. Lucy Canotas is also working with 5th grade teachers.
- B. Kaszka - will this mean that something needs to come out in order to add this in?
- S. Allaire - we most likely already do some of the things that are in the World History/Lit section.
- L. Canotas - will we be able to make changes starting for next year's fifth grade/middle school

Conclusions:	We will revisit this as it moves forward in the process. Full Holocaust and Genocide Commission meeting on 11/15, State BoE meeting on 11/10
Action Items	Person Responsible / Deadline
Ashley will join the Social Studies Committee to discuss this. Ashley will report back based on upcoming meetings.	Ashley Harbel

TOPIC: Civics Instruction	
Discussion:	Sandy Allaire
<ul style="list-style-type: none"> ● House Bill 320 - amends Civic Instruction <ul style="list-style-type: none"> ○ Requires students beginning with class of 2024 as a requirement of graduation they will have to pass a locally sanctioned competency assessment with a grade of 70 or better. ○ All students have a half credit to graduate - competency assessment is already tracked. ○ New requirement - students will have to pass the competency assessment AND the 128 question Civics naturalization examination. ○ Data pulled and reported to the state. ○ Takes effect July 1, 2023 	



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- Current Sophomores will need to have an opportunity to take the naturalization assessment - for next year - take it within US history (immigration unit). Gives us time to work with students who don't get 70 or better to retake the assessment if needed.
- Talk to the SS committee - do we want to split competency assessment and exam in two different places?
- M. Pederson - teachers may feel that the nat=uralization exam might fit better in US History
- B. Kiszka - how much time will this take? Like two hours?
 - M. Pederson - some questions are very straightforward. Some are more specific. Questions are online. Students will have to answer all 128 questions.
 - If we put it in Google Forms, it will auto-score it.
 - S. Galligher - also can be modified for students with IEPs.

Conclusions:	
Action Items	Person Responsible / Deadline
Take this to the SS Committee for further consideration	S. Allaire, Lucy Canotas

TOPIC: Technology - Elementary Curriculum Updates	
Discussion:	Lucy Canotas
<ul style="list-style-type: none"> ● Emerging Technology Competencies - First Read <ul style="list-style-type: none"> ○ Handout for information. ○ Come back with questions ● Teachers are meeting this month to finalize documents on digital citizenship 	
Conclusions:	
Action Items	Person Responsible / Deadline
Second read will be on the agenda for December.	Lucy Canotas

TOPIC: Strategic Plan	
Discussion:	Sandy Allaire
<ul style="list-style-type: none"> ● As a committee, we moved the strategic plan up to our mission from our goals. ● Strategic plan - five year document that was adopted by the board - we are in year four of the plan. <ol style="list-style-type: none"> 1) Sustaining a focus on academics and rigor and 21st century skills 2) Facilities 3) Climate/Culture ● Our group focuses on goal area 1 ● In the document - all goals are identified with years of focus - some five year goals, some less, etc... 	



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- First year - developed template and update each year.
- Notes - are progress notes from administrative team and sub committees
- Due to Covid/2020, some action items have not been addressed due to the pandemic.
- General feedback from admin team Jan. 2020 - long list - difficult to move everything forward at once - spread so thin.
- Conversations happening about whether we need to revisit the strategic plan due to the pandemic.
- K. Henderson - are the other subcommittees meeting?
- S. Allaire - we don't think so - not sure if anyone took place on other committees for them to meet.
- Sub-groups and committees filtered work through this document - many were on hold last year.
- S. Galligher - what is the timeline/process for creating a new strategic plan
- S. Allaire/K. Henderson - steering committee, community engagements, hired consultant, subcommittees broke up and reported back, board driven plan - board needs to take charge of this.
- Tie in with Portrait of a Graduate, Needs assessments for the district
- B. Kiszka - was there a plan for priorities, etc...?
- L. Canotas - we tried to make a plan for what should happen in each year, but then things shift and happen. Determines were pre-determined for the five years - limits
- B. Kiszka - could we add a column for the wins for these categories?
- S. Allaire - we would maybe have a different narrative if we were to take away those pre-determined activities since some things have shifted.
- A. Gentile - when you sit down to make a strategic plan, you are thinking that at the end of the cycle, all of these are being met. Work is being done in all of those areas, it may just not be as finished in those areas.
- S. Allaire - some of Covid helped some areas, such as technology, so some of it was positive.
- A. Gentile - if you were to do this again, would you select less activities or strategy steps going forward?
- S. Allaire - initial response - helpful if they were more generalized
- L. Canotas - add a next step as activity and then add steps through the process - what do we need to do to meet these objectives over time.
- T. Guanci - would we create a survey for the admin of what do you see as the top five needs of our district?
- A. Gentile - are we planning for a strategic plan since we are nearing the end of this? Benefit of having one already in place - not starting from scratch

Conclusions:	Our mission now includes this - we are oversight for the strategic plan. We should take a look at these quarterly to update.
Action Items	Person Responsible / Deadline
Read through the notes. Bring back in February for updates. Add next steps into note sheet.	Sandy Allaire

Observers	None
Resource Persons	None



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Special Notes

Meeting adjourned at 5:16 pm