

The School District of Lee County

**Curriculum Advisory Committee
October 24, 2016
6:00 p.m. – Training Room D
Meeting Minutes**

Mission Statement:

To advise the School Board by recommending approaches to obtaining improved student achievement for all students through a coherent, rigorous academic course of study that provides the tools necessary to succeed in today's society. Emphasis will be placed on the dynamic development of a K-12 curriculum within a safe environment leading to both career and technical majors, the methods of instruction used to implement it, and the assessments of its effectiveness, together with a complementary professional development program to support it.

Committee Members Present: Elizabeth Blundo, Thomas Busatta, Joseph Camputaro, Patricia Givens, April Ketron, Dr. Kelly Lavis, Hilda Lewin, Suzi Simone, John Steakley, Stephen Whitener, Judy Wilkerson

Committee Members Absent: Evelyn Murphy (excused), Deidre Sullivan Mann (excused) Melissa Knablin-Liebal (excused) Sandra Mercado (unexcused), Shannon McCutchen (unexcused) Sandra Wright (unexcused)

School Board Liaison Present: Pam LaRiviere (excused absence)

Staff Members Present: Brandy Macchia and Melissa Robery

Recording Secretary: Jamie Fowler

Guest: none

Welcome and Introduction of Members

The meeting was called to order by April Ketron at 6:03pm welcoming all committee members.

Review of Mission Statement and Purpose of Committee

April Ketron reviewed the mission statement and reminded everyone of the purpose of the committee.

Reading & approval of the October 24, 2016 agenda

There was a motion to approve the agenda as presented by Dr. Kelly Lavis, seconded by Elizabeth Blundo and all voted to approve.

Reading and Approval of September 19, 2016 minutes

There was a motion to approve the minutes as presented by Joseph Camputaro, seconded by Dr. Kelly Lavis and all voted to approve.

Board Member Report

None.

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Social Studies Adoption Process

April Ketron introduced Brandy Macchia, Director for Curriculum and Staff Development, Elementary and Melissa Robery, Director for Curriculum and Staff Development, Secondary as the presenters.

This year is the Social Studies Textbook adoption. This process takes place one year prior to select materials, because it is a very extensive process.

October 19th was the Publisher Showcase. Publishers that have submitted materials to the district for review came to the district office to present their materials and answer any question the public might have regarding their resources. This event was open to district employees as well as the public and ended up being a very well attending event.

Committees for all grade levels are developed through Principal recommendation, community members and parent participation. Communication has been sent to the schools asking for teachers that are interested in being a part of this process.

On the home page of the District website is a link to a request form for Community members and parents to complete if they are interested in being a part of this process.

<http://www.leeschools.net/>

Forms for schools, community members, and parents are all due by November 4th.

November 14th is the first training for all selected Textbook adoption committee members. This will take place at the district office from 4:00pm – 7:00pm. This training is an overview of the textbook adoption process, which is an interest based process.

Elementary will meet on December 5th. This will be an all-day process. The elementary level is able to complete this process within one day because there are not as many publishers to choose from. Publishers will present in the morning. Each publisher will have about 45 to 50 minutes to present leaving a 10 minute question period at the end of each presentation. Any questions that are not able to be answered within that 10 minute question period are given to the publisher to answer and revisited after all Publishers have had a chance to present. The afternoon time is when the committee will deliberate and come together to make a selection.

Middle school level will meet December 6th and 7th and High level school will meet December 14th and 15th. This process is similar to the elementary process but because there are many more subjects and publishers to choose from at the secondary levels it becomes a 2 day process. The second day for both groups will be to deliberate and make a decision. Depending on how fast the group can make a decision that second day might end early.

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Once each grade level has decided on which publisher they like they will make a recommendation that goes to the board.

Each grade level committee recommends 2 publishers to the board in case one is not approved by the state.

Both electronic and hard copies are still used in the classroom today. Having both available gives teachers more resources to use in the classroom and also helps to meet a student's needs.

At the November 21st Curriculum Advisory committee meeting, members will have a chance to review the textbooks that are being considered for adoption at all grade levels.

At the January 23rd Curriculum Advisory Committee Meeting, the recommended textbooks for each grade level will be shared with the committee.

Castle

April Ketron introduced Brian Curls, Coordinator for Academic Services as the presenter.

Castle is an internal application that is being designed and built by the teachers and administrators in the district. It is available for all schools and is optional not required. The program is not available for student or parent access at home. It is developed to help improve processes and it is mostly used with operations but is being used more and more with academics.

Brian meets with schools to establish a relationship and see what is working in the program and what is not. He works with the teachers to get feedback to make improvements in the areas that are needed. All areas are looked at for improvement if the request is made. Some examples, student and parent contacts, parent conferences, student bus information, student discipline, dismissal time and processes.

In Castle there are process documents available for all areas that it provides support for schools to access.

In any event that takes place with a student like a parent conference, student referral, positive feedback a teacher will receive an email on this information.

In Castle there are reports for every student in the district of student achievement whether the school chooses to use them or not. Primarily FSA and STAR are used. For every student there is a profile that includes STAR reading scores and percentile growth.

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STAR is a nationally normed assessment to measure students against other students not only state wide but nationally. It is comprehensive, very adaptive and it pin points individual students. It helps teachers find the resources to meet the student's needs. The assessment only takes a student 25 to 30 minutes and is completed quarterly.

With Castle you can collect data from other resources and compile into one report to evaluate a student's needs and improvements.

In Castle there is a program called Classroom Creator it looks at different data like star data, standards from performance matters and it creates classes for enrichment or intervention. There are also ways to see how successful the intervention is.

Castle can help with curriculum based decisions by pulling all the data together for teachers to find ways to do thing differently or to find what areas are working.

Public Comment Guidelines

There was a motion made to go over public comment guidelines at the November 21st meeting by Stephen Whitener, seconded by Dr. Kelly Lavis and all voted to approve.

Public Comment

None.

Next Meeting Date

April Ketron reminded committee members the next meeting will be taking place on November 21st at 6:00pm at the district office in training room D.

Good of the Order

Motion to end the meeting at 7:53pm made by Dr. Kelly Lavis seconded by Stephen Whitener and all voted to adjourn.