VERMONT AGENCY OF EDUCATION **Advisory Council on Literacy**
October 18, 2023, 3:00 p.m. – 5:00 p.m.

DRAFT Meeting Minutes

Present: Gwen Carmolli, Vermont Curriculum Leaders Association, Chair; Sandra Cameron, Vermont School Boards Association; Sandra Chittenden, Community Member; Don Tinney, Vermont National Education Association; Ana Russo, Vermont Agency of Education; Beth O'Brien, Vermont Principals' Association; Susan Koch, Montpelier Roxbury School District; Michael Flanagan, Maple Run School District; Jen Farnsworth, Essex Westford Educational Community; Susan Gray, Vermont Independent Schools Association; Darren McIntyre, Vermont Council of Special Education Administrators; Emily Leute, Vermont Agency of Education; Charley Gunkel, Montpelier High School

AOE: Suzanne Sprague, Pat Fitzsimmons, Emily Lesh
Others: Cynthia Gardner-Morse, Ed Helm

AGENDA	Meeting Link
MEETING GOALS: ● **Review the recommendations to date** ● **Build an understanding of evidence-based instructional practices and programs**	**Attendees:** Emily Leute, Darren McIntyre, Beth O'Brien, Susan Gray, Donald Tinney, Gwen Carmolli, Susan Koch, Jennifer Farnsworth, Sandra Chittenden (proxy for Cynthia Gardner-Morse), Michael Flanagan, Charley Gunkel, Ana Russo, Sandra Cameron **Chair:** Gwen Carmolli **Note Taker:** Michael Flanagan **Date & Time:** October 18, 3:00-5:00 **Format:** Online meeting
NORMS ● Listen thoughtfully & assume positive intentions ● Ground statements in evidence ● Stick to the protocol ● Begin & end on time	**DECISION MAKING PROCESS** ● Gather Information & Input ● Deliberate ● Prioritize ● Vote

TIME	MINUTES	ACTIVITIES & NOTES
3:00	25	**Council Work:** ● Welcome & Updates ● Select notetaker

			● Roll Call & share - Share name, role, and 1 way you/your organization are working to improve literacy outcomes **Meet began and roll call at 3:13 -** Slight delay to reach quorum Gwen reviewed council purpose, to increase literacy achievement for all students and close achievement gaps for all students, norms and reminders: ● Members represent themselves/their constituencies, chair represents the council's collaborative work and agreements ● Decisions are rooted in requirements & evidence-based resources ● Each member brings expertise & commitment to improve literacy outcomes for all students Share: Emily L - providing literacy resources such as the literacy modules Darren M - using the AOE literacy modules with special educators Beth O - attending CVEDC adolescent literacy series Susan G - providing professional development on science of writing Gwen C - promoting and providing training on evidence-based instructional strategies Susan K - working on cycles of formative assessment Sandra C - advocating for students & families with learning difficulties (new LLC) Michael F - training in new literacy program & guest author/speaker Stacy McAnulty for middle grades Charley G - going to school and representing students Ana R - working on assessment reporting
3:25	5		**Approve Meeting Minutes - [September Minutes](#)** (Motion & Vote) Michael F motion, Don T second, no discussion Motion passed
3:30	10		**Public Comment** (Hear) Brief comment/s - up to 2 minutes, respectful - Thank you! Ed Helm, community member - promoted "Everybody Reads," Dolly Parton's Imagination Library program to increase students exposure to text and support early literacy
3:40	40		**Our Work** ● [Report Recommendations 2021 & 2022](#) (Gwen) ● Evidence-based instructional practices (Gwen) Gwen C shared an overview of the Council's recommendations to date & resources for evidence-based instructional practices and programs

4:20	30	**AOE Updates**
		● Local Common Assessment Systems (LCAS) & Data Dashboards (Dave Kelly & Emily Leute) ● Brief clarifying questions - each member is welcome to ask 1 clarifying question (Council Members) Updates: Emily Leute provided a walkthrough of the AOE webpages and resources for English Language Arts, proficiency-based learning, local comprehensive assessment system, lexile/quantile level, and online professional development platform (Pepper) literacy with instruction modules and resources Pat Fitzsimmons shared overview information on the AOE website about Portrait of a Graduate and an example Proficiency-Based Graduation Requirements. She shared that the AOE is working to make website navigation easier. Questions: Susan G - asked about decodable text beyond grade 2, Emily suggested Beyond Decodables (a free resource) Susan G - asked about number of literacy modules - 6 modules for each grade span Community member - asked about number of educators registered for Pepper and the literacy modules - over 100, ~40 have completed the first module - and ways in which is being publicized - AOE Field Mem, Literacy Newsletter, Coffee and Conversations, and other AOE communication sources Gwen C - asked if there could be a way to create more visual groupings on the AOE webpages
4:50	10	**Wrap Up** Sandra C motion, Michael F second, motion passed Meeting ended at 4:23

Links for evidence-based instructional practices and programs
> *National Reading Panel (smallbook)*
> *Foundational Skills to Support Reading for Understanding in Kindergarten Through 3rd Grade*
> *Improving Reading Comprehension in Kindergarten Through 3rd Grade*
> *Assisting Students Struggling with Reading: Response to Intervention (RtI) and Multi-Tier Intervention in the Primary Grades*
> *Improving Adolescent Literacy: Effective Classroom and Intervention Practices*
> *Providing Reading Intervention for Students in Grades 4-9*
> *Evidence-Based Reading Instruction for Grades K-5*
> *What Works Clearinghouse (evidence of research and efficacy)*
> *Evidence for ESSA (evidence of program effectiveness)*
> *EdReports (evidence of program alignment to standards and usability)*
> *Vermont Agency of Education - Literacy (content information & resources)*