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AGENCY OF EDUCATION

Advisory Council on Literacy-Blueprint
Subcommittee Meeting
Tuesday, August 3, 2022, 9:00 a.m. – 12:00 p.m.

Microsoft Teams Virtual Meeting
Call In: 1-802-552-8456
Conference ID: 752 190 089#
Or
Physical Location:
Colchester School District Central Office
59 Rathe Road
Colchester, VT 05446

DRAFT MEETING MINUTES from August 3, 2022

Present:
- **Council Members:** Gwen Carmolli, Cynthia Gardner-Morse, Susan Gray, Susan Koch
- **AOE Members:** Suzanne Sprague

Minutes embedded and highlighted

AGENDA	Meeting Link **August** 2 **August** 3
Notes: Dates changed to reflect corrected dates (they were the correct links, but listed the dates Aug 9 & 10, previously set dates)	
MEETING GOALS: - Align prioritized selections to current VT requirements - Identify evidence-based resources & key points for prioritized selections	**Attendees:** August 2: Susan Koch, Cynthia Gardner-Morse, Susan Gray, Gwen Carmolli August 3: Susan Koch, Cynthia Gardner-Morse, Susan Gray, Gwen Carmolli **Chair:** Gwen Carmolli **Note Taker:** Subcommittee member (to be determined) **Time:** 9:00-12:00 **Format:** In-person & Online meeting **Physical Location:** Colchester School District Central Office, 59 Rathe Rd., Colchester, VT

TO PREPARE FOR THIS MEETING, PLEASE:
- Review *A Blueprint for Early Literacy Comprehensive System of Services, PreK Through Third Grade*
- Review Blueprint Subcommittee Work Template
- If time allows, do independent work & record in Blueprint Subcommittee Work Template

NORMS	Subcommittee Decision Making Process
- Listen thoughtfully & assume positive intentions - Ground statements in evidence - Stick to the protocol - Begin and end on time	- Gather Information - Deliberate - Prioritize - Report back to full committee

TIME	MINUTES	ACTIVITIES & NOTES
9:00	20	**Council Work:** • Welcome • Roll Call & share - Share 1 thing you learned from this subcommittee process • Updates Aug 2 Notes: The meeting was called to order at 9:15. Gwen welcomed the group, conducted roll call, and opened sharing. Each member shared 1 thing learned through this process: Susan Koch - While there are many excellent resources available, there is a need for more information about comprehension in the early grades Cynthia Gardner- Morse - There are many things already in place in state laws and policies, but these many not be well understood or followed Gwen Carmolli - Many of the documents have important information, but are lengthy. Keeping the report brief and prioritized will help clarify the message and be easier to implement. Susan Gray - Struck by the gap between current instructional practice in the classroom and the research. Aug 3 Notes: The meeting was called to order at 9:08. Gwen welcomed the group and opened sharing. Each member shared 1 way they have approved moving from a large complex set of information into something manageable. The team each shared ways the approach projects or goals.

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9:20	10	**Hear Public Comment** <mark>Aug 2 Notes: There were no public comments</mark> <mark>Aug 3 Notes: There were no public comments</mark>
9:30	90	**Overview of Work & Resources** ● Review Tasks ○ Align Prioritized Selections to existing legislation & requirements - Act 173, EQS, Act 28, Statute 2902, Statute 2903, DMG Report ○ Identify high priority recommendations for prioritized selections ● Discuss **Work Session** ● Breaks will be taken as needed, ● Resources need to align with existing requirements & legislation, and evidence-based resources ● Work will be compiled in provided Blueprint Subcommittee Work Template Task Area Assignments: Requirements ● EQS & Act 173 - Susan K ● Act 28 - Gwen C ● Statute 2902 - Cynthia G-M ● Statute 2903 - Susan G Strengths ● Structured Literacy - Susan G ● 6 Areas from the Blueprint - Cynthia G-M ● Assessment - Susan K ● MTSS - Gwen C Priority Areas to Support Implementation ● Resources - General - Susan K ● Resources - Research - Susan G ● Assessment - Gwen C ● Professional Development - Cynthia G-M Priority Areas to Add ● Explicit Instruction - Gwen C ● Writing - Susan K

		● Resources - Cynthia G-M ● Evidence-Based Instruction/Instructional Practice - Cynthia G-M & Susan G ● Assessment - Gwen C Priority Changes ● Remove Balanced Literacy - Susan K ● Change focus from struggling learner to all students - Cynthia G-M ● Remove section on classroom instruction - Gwen C Aug 2 Notes: The group worked on Priority Ares to Support Implementation. Each subcommittee member reflected work in the template. Aug 3 Notes: The group worked on Priority Areas to Support Implementation and Priority Areas to Add.

11:00	45	**Share Work**
		● Provide updates on research
		● Discuss
		  ○ What are the highest priority key points?
		  ○ Are there areas left out?
		
		Aug 2 Notes:
		The group discussed findings to date and found the following:
		● There is a need to include morphology
		● *Shifting the Balance* is a good resource for classroom teachers
		● There are many, many resources available, particularly on other states' websites
		In order to reflect decoding and encoding we agreed to add spelling, writing and morphology to the National Reading Panel areas - we will make note of the addition coming from Dr. Foorman's CCNetwork action guide.
		
		Aug 3 Notes:
		The group discussed format for the recommendations. For each recommendation will include:
		● Alignment to specific requirement/s
		● Nugget (key idea)

		• Rationale • Quote, data, reference, as appropriate The group discussed areas that could support school systems before the next blueprint revision: • Additional resources on the AOE website to support literacy • Sharing the CCNetwork and ILA policy guides in upcoming newsletters or field memos
11:45	15	**Wrap Up** Aug 2 Notes: Susan made a correction to the minutes - Gwen will change the minutes to reflect the changes requested. The group asked if the lengthy template could be made into 2 parts for ease of use - Gwen will make the change prior to the next meeting. The group wrapped up work and ended the meeting at 12:09. Aug 3 Notes: The group agreed to hold 1 more work session on Aug 9, 2:00-6:00. The group will finish recommendations and develop a summary of the subcommittee work for the full Council. The meeting adjourned at 12:14.

Tasks for the next subcommittee meeting:
Update information in the provided work template

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