



Advisory Council on Literacy-Blueprint
 Subcommittee Meeting
 Tuesday, August 9, 2022, 2:00 p.m. – 6:00 p.m.

Microsoft Teams Virtual Meeting

Call In: 1-802-552-8456

Conference ID: 325 933 657#

Or

Physical Location:

Colchester School District Central Office

59 Rathe Road

Colchester, VT 05446

DRAFT MEETING MINUTES from August 9, 2022

Present:

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

Minutes embedded and highlighted

AGENDA	Meeting Link
<p>MEETING GOALS:</p> <ul style="list-style-type: none"> ● Identify evidence-based resources & key points for prioritized selections ● Develop subcommittee update for Advisory Council on Literacy 	<p>Attendees: Gwen Carmolli, Susan Gray, Cynthia Gardner-Morse, Susan Koch (joined at 5:00)</p> <p>Chair: Gwen Carmolli</p> <p>Note Taker: Subcommittee member (to be determined)</p> <p>Time: 2:00-6:00</p> <p>Format: In-person & Online meeting</p> <p>Physical Location: Colchester School District Central Office, 59 Rathe Rd., Colchester, VT</p>
<p>TO PREPARE FOR THIS MEETING, PLEASE:</p> <ul style="list-style-type: none"> ● Review A Blueprint for Early Literacy Comprehensive System of Services, PreK Through Third Grade ● Do independent work & record in <ul style="list-style-type: none"> ○ Alignment Blueprint Subcommittee Work Template ○ Research Blueprint Subcommittee Work Template 	
<p>Notes:</p> <p>The group recorded worked in Blueprint Subcommittee Evidence-Based Recommendations</p>	

<p>NORMS</p> <ul style="list-style-type: none"> • Listen thoughtfully & assume positive intentions • Ground statements in evidence • Stick to the protocol • Begin and end on time 	<p>Subcommittee Decision Making Process</p> <ul style="list-style-type: none"> • Gather Information • Deliberate • Prioritize • Report back to full committee
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TIME	MINUTE S	ACTIVITIES & NOTES
2:00	20	<p>Council Work:</p> <ul style="list-style-type: none"> • Welcome • Roll Call & share - Share 1 thing you have appreciated about the process • Updates <p>Notes: The meeting was called to order at 2:02 Gwen Carmolli welcomed the group Each person shared 1 thing they appreciated about the process:</p> <ul style="list-style-type: none"> • Expertise of the members of the subcommittee • Process for distilling the information • Coherence of the information - many resources are indicating similar information
2:20	10	<p>Hear Public Comment</p> <p>Notes: Mack Garnder-Morse sent an email with a recommendation to include the following resource:</p> <p>US Department of Education Office of Special Education and Rehabilitative Services, A New Era: Revitalizing Special Education for Children and Their Families (Washington, DC: 2002).</p> <p>The document includes recommendations for special education that would be applicable to general reading instruction.</p>
2:30	90	<p>Overview of Work & Resources</p> <ul style="list-style-type: none"> • Review Tasks • Discuss <p>Work Session</p> <ul style="list-style-type: none"> • Breaks will be taken as needed

		<ul style="list-style-type: none"> Resources need to align with existing requirements & legislation, and evidence-based resources Work will be compiled in provided templates <p>Notes: The discussed the process and how to fill in the template that is refining our recommendations into: "Nugget" (our key concept), rationale, and action.</p>
4:00	60	<p>Share & Refine Work</p> <ul style="list-style-type: none"> Provide updates Discuss Refine recommendations <p>Notes: Subcommittee members worked independently while online and checked in at 4:00 and 5:00.</p>
5:00	45	<p>Develop Update for Council</p> <ul style="list-style-type: none"> Summarize subcommittee work Select person/people to provide update <p>Notes: Susan Koch joined the group at 5:00. The group summarized the work done by the subcommittee. The group:</p> <ul style="list-style-type: none"> Met 5 times this summer, with a blend of online and in-person meetings Research and refined information <ul style="list-style-type: none"> Alignment to existing state statutes and requirements (EQS, Act 28, Act 173, Statute 2902, Statute 2903) Evidence-based research that supports the priority areas identified by the full Council Found many resources that could be immediately usable <p>Gwen Carmolli will send a brief update to the Council by the end of the week. Susan Gray, Cynthia Gardner-Morse and Susan Koch will provide an update to the Council at the next full Council meeting in September.</p>
5:45	15	<p>Wrap Up The meeting ended at 5:47</p>
<p><i>Tasks for the next subcommittee meeting:</i></p>		

Update information in the provided work templates

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