



Advisory Council on Literacy-Blueprint Subcommittee Meeting

Tuesday, October 18, 2022, 4:00 p.m. – 5:00 p.m.

Microsoft Teams Virtual Meeting

Call In: 1-802-552-8456

Conference ID: 241 945 149#

Or

Physical Location:

Colchester School District Central Office

59 Rathe Road

Colchester, VT 05446

DRAFT MEETING MINUTES from October 18, 2022

Present:

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

Meeting notes 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: Susan Koch, Susan Gray, Cynthia Garner-Morse & Gwen Carmolli</p> <p>Chair: Gwen Carmolli</p> <p>Note Taker: Gwen Carmolli</p> <p>Time: 4:00-5:00</p> <p>Format: In-person & Online meeting</p> <p>Physical Location: Colchester School District Central Office, 59 Rathe Rd., Colchester, VT</p> <p>Notes: The meeting began at 4:03 and ended at 5:03 Subcommittee members attending online</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 ○ Blueprint Subcommittee Evidence-Based Recommendations 	

<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
4:00	15	<p>Council Work:</p> <ul style="list-style-type: none"> • Welcome • Roll Call & share - Share 1 reading success so far this year • Updates <p>Notes: Gwen welcomed the group and invited each member to share 1 reading success. Each member shared 1 recent reading success:</p> <ul style="list-style-type: none"> • A multilingual learner understanding a joke • A professional development opportunity that focused on several resources & instructional strategies • A struggling middle grade learner experienced success on a challenging task • A struggling young reader experienced success during scaffolded independent reading
4:15	10	<p>Hear Public Comment</p> <p>Notes: There were no public comments</p>
4:25	30	<p>Review of Work</p> <ul style="list-style-type: none"> • Review template to see if additional work is need • Determine tasks for the final recommendation report - Who will do the following? <ul style="list-style-type: none"> ○ Writing Introduction ○ Edit language ○ Edit format ○ Resource information (APA style) <p>Notes: The subcommittee reviewed and discussed the alignment and research work.</p>

		<p>Subcommittee members will submit the following to Gwen by 10/28:</p> <ul style="list-style-type: none"> • Statement • Brief rationale, with APA in text citation as needed • Recommendation <p>This information will be brought to the full Council for their approval at the November meeting</p> <p>After the full Council meeting the group will develop the report for the General Assembly, State Board of Education and the Agency of Education</p> <p>Gwen will writing the introduction and format the information from the subcommittee members</p> <p>Cynthia and Susan Gray will edit the language and format of the document</p> <p>Susan Koch and Susan Gray will create the resource list using APA format</p> <p>Timeframe:</p> <ul style="list-style-type: none"> By 10/28 Send statement rationale & recommendation to Gwen By 11/30 Send edits, format changes & resource list to Gwen By 12/6 Send report to AOE for final formatting & accessibility check By 12/15 Send final report to House Education Committee, Senate Education Committee, State Board of Education & Vermont Agency of Education <p>Gwen will send an email to the subcommittee with information & timeframe</p>
4:55	5	<p>Wrap Up</p> <p>Notes:</p> <p>Gwen thanked the subcommittee for their time and effort this summer-fall, and thanked the Agency of Education for their work and partnership.</p>
<p>Tasks for the next subcommittee meeting: Update information in the provided work templates</p>		