



Advisory Council on Literacy-Blueprint  
 Subcommittee Meeting  
 Tuesday, August 2, 2022, 9:00 a.m. – 12:00 p.m.

**Microsoft Teams Virtual Meeting**

Call In: 1-802-552-8456

Conference ID: 438 140 680#

Or

**Physical Location:**

Colchester School District Central Office

59 Rathe Road

Colchester, VT 05446

**DRAFT MEETING MINUTES from August 2, 2022**

**Present:**

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

Minutes embedded and highlighted

AGENDA		Meeting Link
		<a href="#">August 2</a> <a href="#">August 3</a>
<b>Notes: Dates changed to reflect corrected dates (they were the correct links, but listed the dates Aug 9 &amp; 10, previously set dates)</b>		
<b>MEETING GOALS:</b> <ul style="list-style-type: none"> <li>● Align prioritized selections to current VT requirements</li> <li>● Identify evidence-based resources &amp; key points for prioritized selections</li> </ul>	<b>Attendees:</b> <b>Chair:</b> Gwen Carmolli <b>Note Taker:</b> Subcommittee member (to be determined) <b>Time:</b> 9:00-12:00 <b>Format:</b> In-person & Online meeting <b>Physical Location:</b> Colchester School District Central Office, 59 Rathe Rd., Colchester, VT	
<b>TO PREPARE FOR THIS MEETING, PLEASE:</b> <ul style="list-style-type: none"> <li>● Review <a href="#">A Blueprint for Early Literacy Comprehensive System of Services, PreK Through Third Grade</a></li> <li>● Review <a href="#">Blueprint Subcommittee Work Template</a></li> <li>● If time allows, do independent work &amp; record in <a href="#">Blueprint Subcommittee Work Template</a></li> </ul>		

<p><b>NORMS</b></p> <ul style="list-style-type: none"> <li>• Listen thoughtfully &amp; assume positive intentions</li> <li>• Ground statements in evidence</li> <li>• Stick to the protocol</li> <li>• Begin and end on time</li> </ul>	<p><b>Subcommittee Decision Making Process</b></p> <ul style="list-style-type: none"> <li>• Gather Information</li> <li>• Deliberate</li> <li>• Prioritize</li> <li>• Report back to full committee</li> </ul>
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TIME	MINUTE S	ACTIVITIES & NOTES
9:00	20	<p><b>Council Work:</b></p> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Roll Call &amp; share - Share 1 thing you learned from this subcommittee process</li> <li>• Updates</li> </ul> <p>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:</p> <p>Susan Koch - While there are many excellent resources available, there is a need for more information about comprehension in the early grades</p> <p>Cynthia Gardner- Morse - There are many things already in place in state laws and policies, but these many not be well understood or followed</p> <p>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.</p> <p>Susan Gray - Struck by the gap between current instructional practice in the classroom and the research.</p>
9:20	10	<p><b>Hear Public Comment</b></p> <p>Aug 2 Notes: There were no public comments</p>

9:30	90	<p><b>Overview of Work &amp; Resources</b></p> <ul style="list-style-type: none"> <li>● Review Tasks <ul style="list-style-type: none"> <li>○ Align <a href="#">Prioritized Selections</a> to existing legislation &amp; requirements - Act 173, EQS, Act 28, Statute 2902, Statute 2903, DMG Report</li> <li>○ Identify high priority recommendations for prioritized selections</li> </ul> </li> <li>● Discuss</li> </ul> <p><b>Work Session</b></p> <ul style="list-style-type: none"> <li>● Breaks will be taken as needed,</li> <li>● Resources need to align with existing requirements &amp; legislation, and evidence-based resources</li> <li>● Work will be compiled in provided <a href="#">Blueprint Subcommittee Work Template</a></li> </ul> <p>Task Area Assignments:</p> <p>Requirements</p> <ul style="list-style-type: none"> <li>● EQS &amp; Act 173 - Susan K</li> <li>● Act 28 - Gwen C</li> <li>● Statute 2902 - Cynthia G-M</li> <li>● Statute 2903 - Susan G</li> </ul> <p>Strengths</p> <ul style="list-style-type: none"> <li>● Structured Literacy - Susan G</li> <li>● 6 Areas from the Blueprint - Cynthia G-M</li> <li>● Assessment - Susan K</li> <li>● MTSS - Gwen C</li> </ul> <p>Priority Areas to Support Implementation</p> <ul style="list-style-type: none"> <li>● Resources - General - Susan K</li> <li>● Resources - Research - Susan G</li> <li>● Assessment - Gwen C</li> <li>● Professional Development - Cynthia G-M</li> </ul> <p>Priority Areas to Add</p> <ul style="list-style-type: none"> <li>● Explicit Instruction - Gwen C</li> <li>● Writing - Susan K</li> <li>● Resources - Cynthia G-M</li> <li>● Evidence-Based Instruction/Instructional Practice - Cynthia G-M &amp; Susan G</li> <li>● Assessment - Gwen C</li> </ul> <p>Priority Changes</p>
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		<ul style="list-style-type: none"> <li>● Remove Balanced Literacy - Susan K</li> <li>● Change focus from struggling learner to all students - Cynthia G-M</li> <li>● Remove section on classroom instruction - Gwen C</li> </ul> <p>Aug 2 Notes: The group worked on Priority Areas to Support Implementation. Each subcommittee member reflected work in the template.</p>
11:00	45	<p><b>Share Work</b></p> <ul style="list-style-type: none"> <li>● Provide updates on research</li> <li>● Discuss <ul style="list-style-type: none"> <li>○ What are the highest priority key points</li> <li>○ Are there areas left out?</li> </ul> </li> </ul> <p>Aug 2 Notes: The group discussed findings to date and found the following:</p> <ul style="list-style-type: none"> <li>● There is a need to include morphology</li> <li>● <i>Shifting the Balance</i> is a good resource for classroom teachers</li> <li>● There are many, many resources available, particularly on other states' websites</li> </ul> <p>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.</p>
11:45	15	<p><b>Wrap Up</b></p> <p>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.</p>
<p><b>Tasks for the next subcommittee meeting:</b> Update information in the provided work template</p>		