



*The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.*

Board of Trustees – Teaching and Learning Committee Meeting  
Wednesday, September 7th, 2022 – 12:00pm

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## MINUTES

### ATTENDANCE

<i>Trustees:</i>	<i>Others:</i>
Jennifer McKee, Committee Chair	Rex Weltz, Superintendent Joslyn Davidson, Curriculum Administrator Barb Ridgway, Chief of Staff Jane Shawn, HEA President Josh McKay, Assistant Superintendent 6-12 Brian Cummings, Assistant Superintendent K-5 Melissa Romano-Lehman, Instructional Coach Jonna Schwartz, Instructional Coach Gary Myers, Director of Educational Technology Karen Ogden, Communications Officer

### I. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at 12:05 pm by Committee Chair, Jennifer McKee.

### II. GENERAL PUBLIC COMMENT

There was no public comment.

### III. REVIEW OF AGENDA

No changes were requested to the agenda.

#### **IV. APPROVAL OF MINUTES**

The committee reviewed and approved the minutes from the 06.08.22 Teaching and Learning Committee Meeting.

#### **V. ITEMS FOR INFORMATION/DISCUSSION**

##### **A. Curriculum and Assessment Overview**

Joslyn Davidson, Curriculum Administrator, reviewed the draft Curriculum, Instruction, and Assessment Guide. Ms. Davidson began by discussing the teaching and learning strategic priorities for 2022-2023, along with actions and outcomes and indicators for success. Ms. Davidson then reviewed the Helena School District Curriculum, Instruction, and Assessment Continuous Improvement Cycle (CIC) with the committee. The committee reviewed Helena Public Schools curriculum definitions and an example of unit descriptions that would be included in a syllabus. Ms. Davidson discussed district guidelines for selection and use of supplemental resources, board policy for curriculum development and content, and the recommendation for parent notification for human sexuality instruction.

The committee moved on to review and discuss Instructional Framework. Instructional Framework is a blueprint that provides a structure supporting teachers in the design and delivery of effective instruction. Ms. Davidson discussed the HPS Instructional Model. The Helena Public Schools Instructional Model identifies and describes those practices that have been found to be essential in providing a comprehensive standards-based education that increases student achievement. Ms. Davidson discussed the role of the School Leadership Team (SLT) and Instructional Coaches. The committee next discussed the Professional Learning Community. A Professional Learning Community (PLC) “is an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve” (DuFour et al. 11). Ms. Davidson discussed how PLC’s make collective decisions regarding instruction and reviewed the PLC Pre-Work Checklist.

The committee moved on to review the 2022-2023 Helena Public Schools Curriculum and Assessment Calendar and the Helena Public Schools Assessment Glossary. Ms. Davidson reviewed HSD K-11 assessments, data analysis protocol, and access to assessments. Ms. Davidson concluded the curriculum and assessment overview by showing an example of an intervention flow chart for K-5 WIN groups, reviewed the PDSA cycle sheet for K-5 WIN groups, and reviewed the 6-12 PDSA cycle worksheet.

#### **VI. BOARD COMMENTS**

Committee Chair Jennifer McKee commented that she appreciates the great work put into this document, and that it is very useful.

**VII. ADJOURNMENT**

The meeting was adjourned at 12:50 p.m. by Trustee Jennifer McKee.