



*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, November 2nd, 2022 – 12:00pm

### MINUTES

#### ATTENDANCE

##### *Trustees:*

Jennifer McKee, Committee Chair  
Janet Armstrong, Trustee  
Lois Fitzpatrick, Trustee  
Siobhan Hathhorn, Board Chair

##### *Others:*

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  
Gary Myers, Director of Educational Technology  
Jonna Schwartz, Instructional Coach  
Kaitlyn Hess, Assessment and Federal Programs  
Lona Carter, School Health Grant Facilitator  
Justine Alberts, Hawthorne Elementary Principal  
Karen Ogden, Communications Officer

#### I. CALL TO ORDER/INTRODUCTIONS

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

#### II. GENERAL PUBLIC COMMENT

There was no general 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 10.05.22 Teaching and Learning Committee Meeting.

### V. ITEMS FOR INFORMATION/DISCUSSION

#### A. Discuss Upcoming Grade Level Meetings and Review Grade 1 Meeting Agenda

Mrs. Joslyn Davidson, Curriculum Administrator, discussed upcoming grade level meetings. The district typically holds grade level meetings twice a year. Grade level meetings are a crucial means of communication and an opportunity for teachers to have a voice in decisions or conversation about things that are going on in the district. It is also an opportunity for the district to provide different types of professional development that we can ensure would be consistent across the grade levels. There are two elementary administrators and two coaches assigned to each grade level. The administrators plan the schedule and the agenda, and the coaches help support that agenda. There have been a lot of math conversations and instructional strategies for math built into these grade level meeting agendas. Last spring the agendas focused on standards-based grading and the reading pilot that started this year. Ms. Davidson mentioned that this year they thought they would get the biggest gains by bringing in thoughtfully and consistent instructional strategies that people can take back to the classrooms and use right away. At the grade level meeting happening today the group is reviewing cold/hinge standards in each grade level in math and how they are impacted by the grade level below them and how they impact the grade levels above them. The coaches put together the first draft of instructional routine cards for math. The group today will also be discussing the use of manipulatives in the classroom. At the kindergarten grade-level meeting the group went over the ESGI Number Sense Screener which is new this year.

Brian Cummings, Assistant Superintendent of K-5, reviewed the PLC process with the committee. The four questions focused on during PLC time district wide include: *What do we want all students to know and be able to do? How will we know if they learn it? How will we respond when some students do not learn? How will we extend the learning for students who are already proficient?* The committee discussed some of the roles of the Instructional Coaches in the schools including helping teachers pull data, helping teachers analyze data, helping teachers organize their WIN groups, and assisting teachers in putting together the instructional routines that go with each WIN group. The Instructional Coaches also maintain most of the documents that go onto SharePoint, they assist with the development of curricular resources and assist with professional development planning.

The Teaching and Learning Committee was provided with the 1<sup>st</sup> Grade Level Meeting agenda for November 2<sup>nd</sup>, 2022. The agenda included the following topics:

**Opening Activity**-Introductions, Video

**Math Goals**-Why and Long-Term Plan

**Math Documents**-Trimester Success Criteria, Grade Level Math Priorities, Unit Plan, Share Point Exploration

**Successful Learner Skills**-Teaching Learner Skills, CASEL Resources, Padlet

**Into Reading**-Teachers Share Out, Ed Exploration

**Math Routine Cards**-Share and Demonstrate one, Time for teachers to explore

**Math Talks**-Rekenreks, Worktime to plan how to use manipulatives and routines in upcoming lessons/units

**Science/Social Studies**-Science/Social Studies Standards, Science/Social Studies Narrative Examples, Worktime for teachers to write Sci/Social Studies Narratives

**Collaboration Time**-Exit Tickets, Pre/Post PDSA Assessments, WIN Groups, Classroom Management, Writing

The Trustees and committee members were provided with the opportunity to observe the 1<sup>st</sup> Grade Level Meeting in the Professional Development Center and watch the administrators, coaches, and teachers in action.

## VI. BOARD COMMENTS

The trustees expressed their appreciation for being able to observe a Grade Level Meeting and mentioned how exciting it was to observe the administrators, coaches, and teachers. The committee discussed that the shortage of substitute teachers affects how many teachers can attend grade level meetings. Board Chair Siobhan Hathorn suggested that the district reach out to retired teachers who may not want to substitute regularly but may be interested in substituting for grade level meetings.

## VII. ADJOURNMENT

The meeting was adjourned at 1:06 p.m. by Committee Chair Jennifer McKee.