



*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, October 3<sup>rd</sup>, 2023  
12:00pm

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## MINUTES

### ATTENDANCE

<i>Trustees:</i>	<i>Others:</i>
Jennifer McKee, Committee Chair	Rex Weltz, Superintendent
Kay Satre, Trustee	Gary Myers, Director of Educational Technology
Linda Cleatus, Trustee	Jane Shawn, HEA President
Jennifer Walsh, Trustee	Keri Mizell, Human Resources Director
Janet Armstrong, Trustee	Kaitlyn Hess, Assessment and Federal Programs
Siobhan Hathhorn, Board Chair	Karen Ogden, Communications Officer
	Josh McKay, Assistant Superintendent
	Joslyn Davidson, Curriculum Director
	Lona Carter, Student Health
	Abby Kuhl, TOSA/Instructional Coach
	Melissa Romano, TOSA/Instructional Coach
	Candice Delvaux, Executive Assistant

### I. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at 12:04 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 09.06.23 Teaching and Learning Committee Meeting.

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

#### **A. Update On Instructional Action Plan**

The Teaching and Learning Committee reviewed the updated curriculum, instruction, and assessment action plan. Ms. Kaitlyn Hess, Assessment and Federal Programs, and Ms. Joslyn Davidson, Curriculum Director, reviewed what items on the action plan have been completed, and which action items are still ongoing and answered any questions the trustees had regarding the action plan.

#### **B. Math and Literacy TOSA's Share Data and First Month Update**

Abby Kuhl, TOSA/Literacy Instructional Coach discussed the work she is doing in schools across the district and shared her TOSA Summary Forms with the committee which shows which schools she has visited, what grade levels, which educators, the support provided, the subject area, a brief summary, any challenges, and next steps. Melissa Romano, TOSA/Instructional Math Coach shared her Eureka Module Lesson Reflection document with the committee which includes information such as what lesson is being observed or modeled, which schools she has visited, what grade level, which educator, what module and lesson number, if classroom management routines and structures were in place, fluency/number sense-what went well or didn't go well with fluency/number sense part of the lesson, application problem-what went well or didn't go well with application problem part of the lesson, concept development-what went well or didn't go well with concept development part of the lesson, problem set-what went well/didn't go well with the problem set part of the lesson, debrief-what went well/not well with the debrief part of the lesson, coach support-what did I work on with teacher, overall challenge, and date of lesson/coaching/support. Ms. Kuhl and Ms. Romano concluded their presentation by answering any questions the trustees had about the forms and the information reviewed.

### **C. Fall Benchmark and Assessment Updates**

Ms. Kaitlyn Hess gave an update on fall benchmarks and assessments. The information reviewed included fall benchmark highlights for grades 1-5, fall benchmark highlights for grades 6-8, fall benchmark highlights for grade 9, and spring 2023 AA ACT scores. Ms. Hess reviewed the future of assessment in grades 9-11 and discussed that 9<sup>th</sup> grade benchmarks will remain the same, grades 10 and 11 will move to monitoring Tier 2 and Tier 3 students and shift to ACT practice. They will pilot practice ACT with grades 10 and 11 in the winter and the pre-ACT is offered free to all 10<sup>th</sup> graders in the state in the spring. Ms. Hess concluded her update by answering any questions the Teaching and Learning Committee had regarding the updates on fall benchmarks and assessments.

### **VI. BOARD COMMENTS**

There were no board comments.

### **VII. ADJOURNMENT**

The meeting was adjourned at 1:10 p.m. by the Committee Chair Jennifer McKee.