



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

Tuesday, October 3rd, 2023 – 12:00 PM

This meeting will occur at the Lincoln Center (1325 Poplar St., Helena, MT. 59601) and via Microsoft Teams.

To participate remotely, please use this link on Microsoft Teams:

[Click here to join the meeting](#)

AGENDA

I. CALL TO ORDER / INTRODUCTIONS

II. REVIEW OF AGENDA

III. GENERAL PUBLIC COMMENT

This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues, or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.

IV. REVIEW OF MINUTES

Review of 09.06.23 Teaching & Learning Committee Meeting Minutes

V. ITEMS FOR INFORMATION/DISCUSSION

- A. Update On Instructional Action Plan
- B. Math and Literacy TOSA's Share Data and First Month Update
- C. Fall Benchmark and Assessment Updates

VI. BOARD COMMENTS

VII. ADJOURNMENT



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Board of Trustees
Teaching and Learning Committee Meeting
Wednesday, September 6th, 2023 – 12:00pm

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
	Keri Mizell, Human Resources Director
	Kaitlyn Hess, Assessment and Federal Programs
	Karen Ogden, Communications Officer
	Josh McKay, Assistant Superintendent
	Joslyn Davidson, Curriculum Director
	Jonna Schwartz, TOSA/Instructional Coach
	Tim McMahon, Activities Director
	Barb Ridgway, Chief of Staff
	Lona Carter, Student Health
	Therese Tucker, English Learner/Multilinguistic Learner Coordinator
	Abby Kuhl, TOSA/Instructional Coach

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 04.05.23 Teaching and Learning Committee Meeting.

V. ITEMS FOR INFORMATION/DISCUSSION

Ms. Joslyn Davidson, Curriculum Director, reviewed professional development that took place over the summer. The elementary is working with an updated reading program and they are utilizing Eureka Math which is a free online resource. Ms. Davidson reviewed the various training that took place over the summer such as Into Reading training, interventional flow chart training, and Conscious Discipline training. Over the summer the CTE educators came together and prepared for the upcoming school year.

Ms. Davidson discussed the role of TOSAs in the district. TOSA stands for Teacher on Special Assignment. Ms. Jonna Schwartz, TOSA/Instructional Coach, discussed that her role includes building a support system that can function in the schools even when the Instructional Coaches are no longer in those buildings. Ms. Schwartz is also assisting Ms. Davidson in writing a literacy plan that is associated with a grant. Ms. Abby Kuhl, TOSA/Instructional Coach is also assisting with that project. This summer the TOSAs focused on the various instructional frameworks in the district and on creating a playbook that has explanations of all the different strategies, checklists for implementations, and different activities that people can work on. Ms. Kuhl discussed that the TOSAs are working on some engagement strategies that will include the use of some walkthrough tools as well as meeting with principles about how to best support the implementation of WIN and SLT in their buildings. Ms. Davidson shared a document provided by Ms. Melissa Romano, TOSA/Instructional Coach, that shared some of the work Ms. Romano has done in the district including working to update SharePoint with Eureka math resources for teachers, and uploading grade level slides, end of module and mid module assessments and exit tickets for each lesson for all grades. Over the summer, Ms. Romano created short videos about Eureka math and how to access the website that has all the Eureka teacher and student materials. Ms. Therese Tucker, English Learner/Multilingual Learner Coordinator, discussed her role in the district including working with students and their language development and working with refugee families and their students that are in the Helena Public School District and helping them be successful in school. Ms. Kaitlyn Hess, Assessment and Federal Programs, concluded the discussion by reviewing the role of Ms. Michele Zentz, Homeless Liaison for the Helena Public Schools.

VI. BOARD COMMENTS

There were no board comments.

VII. ADJOURNMENT

The meeting was adjourned at 1:05 p.m. by the Committee Chair Jennifer McKee.

Curriculum, Instruction, and Assessment Action Plan

HELENA PUBLIC SCHOOLS

2023-2024



Student Achievement Goals

Goal #1: By 2025, 75% of all HSD 3rd grade students will demonstrate grade-level proficiency on math grade level standards by achieving a proficient score on the iReady math assessment at the end of the school year.

Subgoal: By 2025, increase proficient math scores on SBAC by 10% in grades 3 (to 59%) and 4 (to 54%) and 14% in grade 5 (to 55%).

Goal #2: By 2025, 85% of all HSD 3rd grade students will be on grade level as evidenced by the iReady reading assessment at the end of the year.

Subgoal: By 2025, increase proficient ELA scores on SBAC by 10% in grades 3 (to 56%), 4 (to 59%), and 5 (to 47%)

Goal #3: By 2025, 50% of all HSD 7th graders will be proficient in math as evidenced by the SBAC assessment.

Goal #4: By 2025, 70% of all HSD 7th graders will be proficient in reading as evidenced by the SBAC assessment.

Goal #5: By 2025, 35% of HSD 11th graders will meet all 4 benchmarks on the ACT.

Action Plan

Standards and Curriculum Amount and Quality of Instruction

Goal #1: Implement instructional systems (SLT, PDSA, WIN, Instructional framework and walkthroughs) in all schools with 100% fidelity to ensure quality instruction.

Effect Size:: Teacher Clarity, (.85) Teacher expectations, (.58) Student Self efficacy (.64) Student self-control, (.66) and Student self-reported grades, (.96)

Action Steps	Who	When
1. Hire two district TOSAs under the MCLSDP grant to develop a districtwide plan and support schools with the implementation of systems.	District Admin	July (Abby Kuhl and Jonna Schwartz)
1. District Admin given ½ day PD on looking at assessment data.	District Admin, School Admin	August
2. Each school develops an action plan as their CSIP to guide monthly SLT meetings.	District Admin, School Admin	August
3. Each school builds in SLT meetings and WIN time into master schedule.	School Admin	August
4. Hire two district TOSAs under the MCLSDP grant to develop a districtwide plan and support schools with the implementation of systems.	District Administration	July
5. School admin meet once a month with district admin as a collective group to review the rubrics on each of the systems and share out ideas with one another	School admin, district admin, coaches	Ongoing/monthly Met September 22 nd for the 1 st time
6. Title coaches meet monthly with district admin to share ideas and discuss where they are with each system and their action plans in their schools.	School admin, title coaches	Ongoing/monthly Met September 29 th for the 1 st time.

Goal #2: Increase math scores on SBAC by a minimum of 10% in two years by implementation of new curriculum and instruction.

Effect Size:: Direct and Guided Math instruction, (.48) (More ES listed below)

1. Hire a math TOSA to help facilitate curriculum work, professional work, and instructional practices. (Coaching, .26)	Curriculum and Assessment Admins	July (Melissa Romano)
2. Form a math team to support the K-5 math TOSA in developing new curriculum and instruction. (Professional Development, .44)	Math TOSA, Curriculum and Assessment Admins	September
3. Offer the opportunity for teachers to volunteer piloting Engage NY (Eureka 1.0).	Principals	August
4. Each elementary school will require teachers to teach a 70-minute core block of math that includes 10 minutes of number sense instruction. (Whole group Math instruction, 1.60 Tier 1) (Number Sense instruction, .88)	District Admin, Principals, Teachers	Ongoing
5. Each elementary school will require teachers to include 30-45 minutes of My Path Instruction weekly. (Technology with learning needs students, .60) (Intelligent tutoring systems, .52)	District Admin, Principals, Teachers	Ongoing
6. Each Elementary School will require teachers to use math manipulatives in core math instruction. (Use of manipulative, .52)	District Admin, Principals, Teachers	Ongoing

Assessment and Data-Based Decision Making

Goal:

- 1- Each building has a School Leadership Team (SLT) that meets monthly and reviews action plans, student data, and assesses progress towards goals.
- 2- Implement Plan, Do, Study Act (PDSA) cycles in all PLCs K-12.

Effect Size:: Planning and prediction-(.83); Success Criteria-(.64); Explicit Teaching Strategies-(1.22)

Action Steps	Who	When
1. Develop a district calendar that has all PLC's and expectations for the PLC dates.	District Admin	August
1. Principals build monthly SLT meetings into the school calendar and district admin and TOSAs attend to support the work and improve feedback. (Collective teacher efficacy, 1.34)	Principals, Curriculum Director, Assessment Director	Ongoing-monthly. (Abby and Jonna work)
2. Action Plans/CSIPs are submitted in OneDrive as a shared document for follow up and feedback.	Principals, Curriculum Director, Assessment Director	September
3. District TOSAs and administrators support principals monthly in developing PDSAs for PLC groups and following up on feedback.	Principals, Curriculum admin, Assessment admin, TOSAs.	Ongoing

**Evidence-Based Interventions and Practices
Instruction for Disadvantaged Students**

Goal: All (4) 6-12 schools will develop an intervention model for instruction in the core and decrease their pull-out interventions by 50%.

Goal: 100% K-5 schools will have WIN groups for reading and math with fidelity by spring 2024.

Effect Size:: Whole Class Instruction-(1.70); small group-(.70); Tier 1 Interventions-(1.32); Tier 2 Interventions- (.67)

Action Steps	Who	When
K-5: Principals will build WIN time into their master schedules for both reading and math. 6-12 Principals will evaluate student data and develop individual schedules to address the gaps.	Principals	August
Principals will meet monthly with district admin and other principals to review district rubrics and evaluate student data.	Principals, district admin, consultant	Monthly-ongoing Met September 22 nd and September 25 th
Curriculum administrator and Assessment administrator will attend SLT meetings to support WIN groups and evaluate student data.	District admin, TOSAs	Monthly-ongoing
District TOSA will attend SLT meetings and meet with principals to support and evaluate the interventions.	TOSA	Monthly-Ongoing

**Academic Leadership to Improve Instruction
Professional Development**

Goal:

- 1- Support teachers with the shift in math curriculum and instruction K-5.
- 2- Leadership - will support PDSA cycles in PLC aligned to student and framework data

Effect Size:: Professional Development-(.44)

Action Steps	Who	When
Math Pilot Group will meet regularly throughout the year to discuss what is working and what is not with the Engage NY math curriculum.	Teachers, principals, district admin, TOSA's	Ongoing
Math instruction at grade level meetings from the Math TOSA and consultant.	TOSAs, consultant	Fall and Spring grade level meetings
Job-embedded professional development through modeling and mini coaching cycles.	TOSAs	Ongoing
District administrators will attend SLTs and discuss PDSA cycles with principals	Curriculum administrator and assessment administrator	Ongoing
Principals will oversee PDSA cycles within PLCs in their buildings.	Principals	Ongoing

Community and Family Engagement to Support Instruction

Goal: Increase family engagement in schools by each school offering a family engagement opportunity at a minimum of 1/month. Title schools will offer more frequent family engagement opportunities.

Effect Size:: Parenting programs-(.39); Parental Expectations-(.49); Communication home-(.38)

Action Steps	Who	When
1. Each school will put together a calendar of regular family engagement events	Title Coaches, Principals, SLTs	August/September
2. Principals will discuss family engagement events at monthly Friday meetings.	District admin, coaches, principals	Ongoing
3. Title schools will meet quarterly to discuss success with family engagement	Title administrator, principals, Title Coaches	October, January, March, May

References

Hattie, J. (2023). *Visible learning, the sequel: A synthesis of over 2,100 meta-analyses relating to achievement*. Routledge.

Acronyms

SLT School Leadership Team

PDSA Plan, Do, Study, Act

WIN What I Need (Targeted Intervention)

CSIP Comprehensive School Improvement Plan (OPI required)

MCLSDP Montana Comprehensive Literacy School Development Plan (OPI Grant)

TOSA Teacher on Special Assignment

PLC Professional Learning Community