

CURRICULUM, INSTRUCTION, & ACCOUNTABILITY SUBCOMMITTEE

MEETING MINUTES

Attendees: Michael Luekens, Cheryl Sweeney, Steve Cole, Susan Vicarro, Angela Bik

Excused: None

Meeting Date/Time/Location: 11/18/14 at 5:30 p.m. in the Superintendent’s Conference Room (Nock/Molin)

Old Business/Previous Action Items:

Responsible	Action Item/Task	Due Date
1. Bik	Consider holding a parent forum/workshop focused on the EngageNY math curriculum. Report back to CIA meeting regarding workshop feasibility, plans, etc.	TBD
2. Bik/Vicarro	Consider a plan to update DCAP, and share resources with the community	TBD

Notes from Old Business/Previous Action Items:

1. The committee discussed EngageNY and continued communication between the administration and the parents. Workshops will be scheduled by the administration to continue to educate and inform parents about the new math curriculum.
2. This item was raised at the 10/21 meeting was not discussed further at the 11/18 meeting

New Business:

1. The committee discussed compiling a calendar of key events and milestones to keep on the School Committee’s radar each year (MCAS results released by x/x, budget timeline (public hearing, etc.), School Improvement Plans (presented in Dec & Jan per Susan), Superintendent Evaluation, SC evaluation, Kindergarten registration/tuition, Choice decisions by grade, SC retreats, etc.). Having such a calendar will aid in planning and ensure key milestones are addressed at similar times from year to year.
 - a. Mike Luekens will take the lead in compiling this calendar, and committee members will send Mike events/milestones to include as follows:
 - i. Subcommittee members will send calendar items/timeline to Mike Luekens by 12/5, and Mike will compile a draft calendar to review at the Dec. meeting.
 - ii. Susan will talk to Michelle McNulty and superintendents at North Shore Superintendents Roundtable, focusing on events/deliverables that are required to occur each year

- iii. Angela Bik will work with Cathy Manning to compile a set of items
 - iv. Steve Cole will work with Mayor's office regarding the budget timeline, and send a set of budget-related items
 - v. Items will be reviewed at the next CIA meeting in Dec., then will be distributed to the School Committee as a whole to review
2. The committee discussed the topic forum to be held on 12/1 regarding technology and technology integration into the curriculum. The forum will be held at the Nock/Molin Library Media Center from 6:30-8:00 pm, prior to the next business meeting of the School Committee. Angela Bik presented a proposal for the forum based on feedback from other district curriculum and technology staff, comprised of five stations focused on use of new technologies for teaching and learning in grades K-8:
 - a. Google Chromebooks
 - b. Teachers' tools (SurfacePro, projector, document cameras, interactive whiteboards)
 - c. Software subscriptions available for students and teachers
 - d. Portable devices, focusing on iPads
 - e. Library Media Center technology
 3. It was suggested that the Finance and Curriculum subcommittees could jointly serve as vehicles for the School Committee to discuss priorities with the administration as part of the budgetary process. This discussion would begin in the December Finance subcommittee meeting, and continue in the December Curriculum subcommittee meeting.
 4. It was suggested to have a follow-up discussion regarding MCAS results and performance in a later CIA meeting, after results are discussed at the 12/1 School Committee meeting.
 5. Agenda items for next meeting in December:
 - a. Review calendar of key events/milestones
 - b. Discuss curriculum-related budget priorities (continue conversation that starts in Finance Subcommittee meeting)

New Business Action Items:

Responsible	Action Item/Task	Due Date
1. Luekens	Compile an annual calendar of key events/milestones that the School Committee should be aware of or have a part in, review with the CIA subcommittee at its December meeting, and distribute the draft calendar to the School Committee as a whole for review in early 2015	12/16/14
2. Bik	Work with Cathy Manning on idea for the calendar referenced above, and send to Mike Luekens	12/5/14
3. Viccarro	Meet with Michelle McNulty and North Shore superintendents on ideas for the calendar referenced above, and send to Mike Luekens	12/5/14
4. Cole	Work with the Mayor's office on budget-related items for the calendar referenced above, and send to Mike Luekens	12/5/14

5. All members	Begin discussions in Finance and Curriculum subcommittees on administration budget priorities for the next fiscal year (2015-16)	December
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