

## Curriculum Board Meeting Minutes

Meeting Date: November 16, 2020

### Attendance

✘	Yes		No	Norrell, Dr. Jennifer
	Yes	✘	No	Campbell, Dr. Lori
✘	Yes		No	Johnson, Ms. Annette

✘	Yes		No	Miller, Ms. Avis
✘	Yes		No	Hatchett, Ms. Kimberly
✘	Yes		No	Sifuentes, Mr. Juan

Dr. Norrell opened the meeting at 6:07 p.m.

### **I. IEP System Proposal**

*Presenters: Brandon Cochrane and Elizabeth Caparelli-Ruff*

- Mrs. Caparelli-Ruff provided a brief background of the IEP system we currently use, **File Maker Pro**. This system is outdated, and not user-friendly. More importantly, it lacks the ability for parents to sign documents in real-time. The electronic signature component is crucial for the team in order to move quickly and accurately within the timeline so that we stay in compliance with our IEPs and 504s.
- Mrs. Caparelli-Ruff presented a side-by-side comparison of the vendors. The Student Services Department met to review features for three different systems and their accompanying quotes. Embrace is the company that the team felt was best in terms of features and also price.
- Embrace provides the ability to e-sign, daily back-ups are conducted for all data, and the transfer of all student information from one system to the other is secure through the SFTP protocol. In addition to these features, Embrace also utilizes the Illinois Learning standards for goal setting and offers a variety of learning objective samples.
- Mr. Cochrane continue with the implementation plan:
  - a. Phase 1 (completed): A panel of Special Education staff met with the vendors, collected data and completed a survey providing feedback on each of the vendors.
  - b. Phase 2: Seek a volunteer team with representation from each grade level band to pilot the Embrace program for both IEPs and 504s.
  - c. Phase 3: Print and review data to compile results for the team to review. This would include a small group of three members from each pilot team, ensuring a diverse representation to have a roundtable discussion on the programs, features and some potential challenges. A final recommendation to the Superintendent would be provided so that implementation could begin by March 2021.

### **II. District Leadership Team Update**

*Presenter: Dr. Jennifer Norrell*

- Dr. Norrell provided a spreadsheet of the DLT participants and a copy of the survey from their first meeting. She wanted to make the committee aware that even though we are working remotely, the DLT is moving forward with a comprehensive representation of stakeholders.
- The team will continue to meet on a monthly basis to oversee the implementation of the strategic plan. Specifically, the DLT members will work within subcommittees to address each of the four pillars and associated worthy targets.

### **III. Dual Language First Quarter Update**

*Presenters: Dr. Rita Guzman and Dr. Lisa Dallacqua*

- Dr. Guzman provided an update of the Kindergarten dual language implementation, reporting a total of 835 students participating in the program between all elementary schools. There are 44 total sections of the 50/50 language allocation, and 4 sections for the 80/20 language allocation.
- Dr. Guzman also shared with excitement that the district has seen a decrease of service refusals by 90% after the implementation of dual language. The district will receive 100% funding due to the fact that we are able to

support our English language learners and reduce the number of refusals from the implementation of dual language programming. As stated in the meeting, “This is huge!”

- Dr. Dallacqua provided a summary of MAP testing data, adding that as a district, we looked into the language considerations for our students in the dual language program. Dr. Dallacqua shared that both language allocations (50/50 and 80/20) took MAP reading in both English and Spanish. Students were administered the MAP math assessment in their dominant language. The window closes on November 20th, and we are very excited to see the final data.
- Dr. Dallacqua shared that the dual language students have just completed Unit 1 of their program. The unit theme was called, “Where is home?” Students were able to learn about cognates, words that sound and look the same in English and Spanish. Dr. Dallacqua provided examples of cognates from Unit 1 in her presentation.
- Dr. Guzman shared amazing news. The Dual Language Program in District 131 is being recognized by the National Association for Bilingual Education (NABE) for our efforts that have been made to bring this program to East Aurora as a district-wide initiative. Dr. Guzman and Dr. Dallacqua have been invited to apply as presenters at the NABE conference for 2020-2021, and they are eager to share the good work in East Aurora with other school districts.

#### **IV. COFI Proposal**

**Presenter: Iliana Nuñez**

- Mrs. Nuñez provided an overview of the Community Organizing and Family Issues (COFI) program, whose mission is the following: to strengthen and empower our families, to build leadership and to give a voice to the low-income community in order to improve life opportunities for their children and their own families.
- She continued explaining the COFI model phases: In the Self phase, parents assess and explore individual needs, wants and value. In the Family phase, parents gain confidence and become stronger leaders within their family systems and set goals together with other parents within their schools. The Community phase supports parents to work together in order to better their communities. This phase asks families to work within their neighborhoods to develop new programs and to work collectively. The final phase is Policy and Systems, where parents continue to work together or within their own communities to organize and communicate their ideas and concerns to the community leaders.
- Mrs. Nuñez ended her presentation with the pilot project proposal breaking the COFI model into three phases of implementation and providing a projection cost of \$17,500.00.

#### **V. District and School Improvement Center AIR Proposal**

**Presenter: Dr. Jennifer Norrell**

- Dr. Norrell shared the American Institute of Research (AIR) renewal contract proposal for a cost of \$79,000. She reminded the board that AIR will work with members of the District Leadership Team (DLT) in each school’s facility. This proposal will be listed as an action item on the next Board meeting, December 7th, 2020.

**X. Old Business-** None

**XI. New Business-** None

**XII. Public Comments-** None

**XIII. Adjournment-** The meeting adjourned at 6:57 p.m.