

**ENFIELD BOARD OF EDUCATION
CURRICULUM COMMITTEE MINUTES
MARCH 23, 2023**

The March 23, 2023, Curriculum Committee meeting was called to order by Amanda Pickett at 5:01 PM.

Present: Amanda Pickett, Dr. Gerald Calnen and Jean Acree

Also Present: Michelle Middleton, John Dague, Board Members Josh Hamre & Janet Cushman

Audience: None

New Online Format for Program of Studies:

Mr. Dague presented a web-based format of our EHS Program of Studies to the committee. He explained that currently our high school Program of Studies is a 125-page PDF document that can also be viewed on the website in reader format. Mr. Dague has built a database and made it searchable to make our Program of Studies more user friendly for students, families, and staff. The database allows changes to courses, such as credit changes, description changes, course names, course codes, or adding of courses, to be done quickly and become live on the website immediately. The database makes courses filterable by as many conditions as the user wants. This format will allow us to embed pictures, pathway planning documents, videos, program documents, relevant applications, and program rules and expectations that students would see when looking at a particular course. Mr. Dague also showed the committee the flow charts we currently have for each department that were done as Word documents. He is turning them into embedded documents. They will have a much better format that is visually appealing, as well as links with live images.

A committee member asked if it is translatable into different languages. At this point, the database portion is not, but Mr. Dague will research if it's a possibility. Another committee member asked planning for supporting staff, students, and families in using this new format. Mr. Dague explained that we would need to roll out in a couple of different ways. First, counselors and administrators would need to understand how to navigate the information. Next, staff would need to see the information that can be inputted so they can help add relevant information for the fields. Students would be introduced to this possibly during a mentoring block. Lastly, for families and those who missed the other introductions, a short video giving an overview of the new Program of Studies would be created and disseminated.

A committee member asked about maintenance. Mr. Dague said he built the database in Airtable which is a secure website. No confidential information is put into the database. Mr. Dague has included some additional security by including a hidden field of "last modified." This will let us know who did what and when. It also saved the last version so we can revert to a previous version if necessary. It was asked if we thought of putting the new JFK Program of Studies in this format. It was explained that yes, once EHS Program of Studies is complete, we will work on JFK's document.

The committee voted on whether to approve this format change for the Program of Studies. All members voted to approve this change.

Next, the committee members voted on whether to approve a Program of Studies Resolution Request. This resolution states that we will retain BOE oversight and require prior approval for

updating course name, department, course number, credit, credit weight, grade, master based designation, course description, and prerequisite field in the EHS Program of Studies. Additionally, the committee will allow all other course fields, pathway documents, and program flow charts to be approved and managed by the Academic Office.

Committee members voted to approve this request.

Items from the Table:

Mrs. Cushman asked about the status of the book selection process documents. Ms. Middleton will put this item on the April curriculum committee agenda.

Mrs. Cushman asked if the elementary math curriculum and resource had been changed in recent years. It was explained that this was the same curriculum and resource we had brought in during the 2018-2019 school year.

The next Curriculum meeting scheduled for April 20, 2023 may need to be rescheduled due to a conflict with the Transition to Kindergarten night.

Adjournment:

The meeting adjourned at 6:00 PM.

Respectfully submitted,

Michelle Middleton
Chief Academic Officer