Sevem Board of Education
CURRICULUM AND TECHNOLOGY COMMITTEE MINUTES
April 23, 2020
Zoom
4:00 p.m.

COMMITTEE MEMBERS IN ATTENDANCE: 
Kristen Bruno
Jim Garofolo
Kristen Harmeling
Ed Strumello

OTHERS IN ATTENDANCE:
Vonda Tencza, Associate Superintendent
Rob Dyer, Director of Technology
Jodie Roden, Principal SMS
Jim Freund, Principal SHS
Stacey Albertson, Assistant Principal CLS
Lauren Reid, Assistant Principal BES
Pat Boyle, Board Clerk

I. CALL TO ORDER
A. Mrs. Tencza called the meeting to order with the Pledge of Allegiance at 4:09 p.m.

II. ELECTION OF A CHAIRPERSON
Mr. Garofolo nominated Ms. Harmeling to be the Chairperson of this committee, Ms. Bruno seconded that nomination. There were no other nominations and all were in favor of Ms. Harmeling being the chairperson.

III. INFORMATION
A. Library/Media K-12 curriculum update
Ms. Tencza wanted to give the committee an update on the Library/Media curriculum. Currently, the middle and high school have been without a Library Media Specialist for a couple of years. The administration would like to reinstate this position but felt that a robust curriculum needed to be written before this could be presented to the board. A committee was formed consisting of the two elementary Library/Media Specialists, Mr. Freund, Ms. Roden and Ms. Tencza. Ms. Tencza secured the services of Jerilyn Van Leer, a highly qualified specialist with over 40 year’s Library/Media experience to assist with the curriculum (see attached resume). The first meeting was held on March 12, 2020. Ms. Roden and Mr. Freund felt the one day of work with Ms. Van Leer was very beneficial and they felt everyone was on the same page with the curriculum. Ms. Van Leer is currently compiling the next steps. It is this group’s hope to have the curriculum to present to the board by December. At that time, they would like to recommend a Library Media Specialist position be added to the 2021-2022 school year to be split between the middle school and high school. Then the following year another position would be included in the budget bringing the total number of Library Media Specialists in district to four.

B. Math Pilot Process K-5 update
Ms. Tencza told the committee that the current, Math Expressions, being used by the elementary schools has reached the end of its life span. A committee consisting of Ms. Albertson, Ms. Reid, Ms. Tencza, both SRBI math teachers, one teacher per grade from each school as well as a special education teacher from each school was formed to review four of the top math programs listed on EDReports. The committee narrowed the selection to Bridges and Envision Math. At that time, it was hoped that committee members could pilot the two programs and visit schools currently using them. Ms. Tencza has been in touch with both math programs and they are willing to extend the piloting process into the fall, and host schools are willing to reschedule visits in the fall. Any teacher wanting pilot the programs is more than welcome to do so. At the end of the pilot process feedback will be solicited from teachers,
parents and students on the program that felt was a better fit. Ms. Albertson and Ms. Reid said the teachers are really engaged with picking the best program to fit our needs. They have analyzed our performance and achievement data to identify strengths and areas of challenge and have also met with the six grade teachers to see what would be helpful for the elementary to work on to transition to middle school.

IV. DISCUSSION AND POSSIBLE ACTION
A. Chromebook 1:1
Ms. Tencza said Mr. Dyer has been absolutely amazing with dealing with the issues implementing distance learning. She and Mr. Dyer have been working for months on being able to implement a distribution of 1:1 devices to students for the 2020-2021 school year. Distance learning, due to the coronavirus pandemic, certainly sped up this process. Originally the thought was for students to have a dedicated device from grades 2-12 but with the advent of distance learning they are now thinking K-12. Due to the Covid-19 shutdown, currently around 900 Chromebooks have been distributed to families. Mr. Dyer said the life expectancy on a Chromebook is roughly 6 years. So Ms. Tencza and Mr. Dyer would like to see student dedicated Chromebooks assigned for a 1:1 use in Kindergarten and 7th grade. Ms. Tencza and Mr. Dyer request the policy committee consider the 1:1 Chromebook policy as well as a self-insurance fee. The fee would cover the cost of replacing lost or broken items. Mr. Garofolo asked who repairs the devices. Mr. Dyer said since he came in to district the IT Department does all repairs except those under warranty. Mr. Garofolo asked about students who have been restricted from access due to discipline issues, etc. Ms. Tencza said this is a very rare and if it occurs, it is for a short duration and the teachers make sure the students receive instruction in the same content standards, just without the use of technology. Ms. Harmeling asked about the BYOD policy. The purpose of eliminating the BYOD was to be able to protect our security. We have internet filters and firewalls, if students bring their own devices these could be breached or infect our system with viruses. The initiative will eliminate the need for students to bring in devices from home. Ms. Tencza and Mr. Dyer also would like the policy committee to look at the policies dealing with internet as they are in need of updating. Ms. Bruno felt Policy 6141.32 Teacher Practice needs to be re-written with a clearer vision about integrating technology. Ms. Tencza also informed the committee that Ms. Holmes would be applying for a grant for $20,000 to help defer the cost of any equipment that was lost or broken during distance learning.

MOTION: (Mr. Garofolo/sec. Ms. Bruno) to move Chromebook 1:1 Initiative to the Policy Committee.

SO VOTED

AFFIRMATIVE: Mr. Garofolo, Ms. Bruno, Ms. Harmeling

V. REPORTS
A. Chairman’s Report
Ms. Harmeling would like to have another meeting prior to school resuming on the best way to restart schools, but was unsure if it was a full board issue or this subcommittee. Ms. Harmeling would like to possibly see a “Summer Boot Camp”.

B. Superintendent’s Report
Ms. Tencza said virtual learning has had many success and challenges. The state has decided that staff members will not be evaluated this year. The administration will still be having an end-of-year meeting with all staff to reflect and celebrate their accomplishments. They will also help those that struggled with distance learning. She also wants everyone to know that SHS is almost done with scheduling for next year and that SMS is working on completing their schedule for this year and is planning to convene a committee of staff to revise a new schedule for the following year, 2021-2022. Ms. Roden would also like to present this committee with some modifications to their current courses at the next Curriculum and Technology Committee. Ms. Tencza thanked everyone for holding this meeting and will reach out next week with another brief meeting to hear Ms. Roden’s ideas for course modifications for 2020-2021.
VI. **PUBLIC COMMENT**
   None

VII. **ADJOURNMENT**
   MOTION: (Mr. Garofolo / sec. Ms. Bruno) to adjourn the meeting at 5:38 p.m.
   
   **AFFIRMATIVE:** Ms. Bruno, Mr. Garofolo, Ms. Harmeling
   
   Submitted by:
   Pat Boyle
JERILYN VAN LEER

PROFESSIONAL SUMMARY
Accomplished school library media specialist and educational administrator with 40 years of experience in PreK-12 public schools with a successful track record in developing library media programs that provide the instruction, resources and services required for students and staff to become lifelong learners in a global community.

AREAS OF EXPERTISE
- Curriculum design and implementation
- Collection management
- Budget development
- Library organization & design
- Data analysis and reporting
- Intellectual freedom
- Instructional design
- Supervision & evaluation of staff
- Professional Development
- Copyright & fair use
- Technology integration
- Collaborative leader
- Cataloging
- Mentor

EDUCATION
May 1976 Southern Connecticut State University BS, Library Science
May 1982 Southern Connecticut State University MLS, Library Science
May 1989 Southern Connecticut State University 6th Year Diploma Administration & Supervision

CREDENTIALS
Professional Educator 048 Librarian, Grades 1-12
062 School Library-Media Specialist 092 Intermediate Administration & Supervision

PROFESSIONAL EXPERIENCE
2018 to present Southern CT State University New Haven, CT
**Adjunct Professor—Department of Information and Library Science**

- Supervise and evaluate candidates enrolled in the School library Media Program during their student teaching experience

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<tr>
<th>Year</th>
<th>Organization</th>
<th>Location</th>
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<tbody>
<tr>
<td>1988-2017</td>
<td>West Hartford Public Schools</td>
<td>West Hartford, CT</td>
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<tr>
<td><strong>Department Supervisor of Library Media Services (PreK-12)</strong></td>
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|               | Created the Department Development Plan and documented progress with data
|               | Lead the 5-year curriculum review process
|               | Supervised and evaluated 18 library media specialists
|               | Managed and implemented collection management guidelines to ensure equity across schools
|               | Leveraged savings by working with the Connecticut Library Consortium and directly with vendors
|               | Lead the design and development of professional learning for the department
|               | Worked with library media specialists, principals and plant and facilities staff to recommend plans for reorganization or renovation of the library space (e.g. learning commons, makerspaces)
|               | Articulated intellectual freedom issues and participated on the ad hoc committee for educational materials inquiries and prepared background research
|               | Promoted the ethical and legal use of information and technology by responding to questions about copyright and fair use, and encouraging the use of district resources (e.g. Citation tools, Image Quest, Soundzabound and Movie Licensing USA)
|               | Established and monitored specifications for cataloging to ensure that library records were accurate and consistent and provided maximum access to resources

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<th>Year</th>
<th>Organization</th>
<th>Location</th>
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<tr>
<td>1985-1988</td>
<td>Litchfield Public Schools</td>
<td>Litchfield, CT</td>
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<tr>
<td><strong>Director of Library Media Services (K-12)</strong></td>
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|               | Developed and implemented a K-12 library media curriculum
|               | Supervised and trained the library media assistants assigned to the elementary, middle and high school
|               | Established collaboration with the public library
|               | Implemented access to an online database at the high school
|               | Initiated the retrospective conversion project at the high school
|               | Provided consultation in the design of the elementary library media center

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<th>Location</th>
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<tr>
<td>1977-1985</td>
<td>Har-Bur Middle School</td>
<td>Burlington, CT</td>
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<tr>
<td><strong>Library Media Teacher (Grades 7-8)</strong></td>
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|               | Instructed students in grades seven and eight in library and information skills
|               | Initiated collaboration with the public libraries in Harwinton and Burlington
|               | Established a library volunteer program which included recruiting and training students, parents and senior citizens
### PROFESSIONAL AFFILIATIONS

- Connecticut Association of School Librarians
- American Library Association
- American Association of School Librarians

### AWARDS

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<tr>
<th>Year</th>
<th>Award Description</th>
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<tbody>
<tr>
<td>1983</td>
<td>Beta Phi Mu—International Library Science Honor Society</td>
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<tr>
<td>1984</td>
<td>Outstanding Librarian—Connecticut Library Association</td>
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<td>1998</td>
<td>Who’s Who in America</td>
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<td>1999</td>
<td>Rheta Clark Award—Connecticut Educational Media Association</td>
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<tr>
<td>2004</td>
<td>Hilda and John Jay Award—Connecticut Educational Media Association</td>
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<tr>
<td>2017</td>
<td>Rheta Clark Award—Connecticut Association of School Librarians</td>
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### ADDITIONAL EXPERIENCE

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<tr>
<th>Year</th>
<th>Experience Description</th>
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<tr>
<td>1985</td>
<td>Region One Cooperating Library Service Unit</td>
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<tr>
<td>1986</td>
<td>CT State Department of Education Committee revising library/computer guidelines</td>
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<td>1990-2003</td>
<td>Learning Resources and Technology Facilitator</td>
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<td>1996-2001</td>
<td>Capitol Region Library Council</td>
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<tr>
<td>1999-2000</td>
<td>Capitol Region Library Council</td>
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<tr>
<td>1999-2005</td>
<td>Alternate Route to Certification for Library Media Specialists (ARCLMS)</td>
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<td></td>
<td>Faculty Advisory Board &amp; Summer Program Coordinator</td>
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<td></td>
<td>CT State Department of Education &amp; CT State Department of Higher Education</td>
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<tr>
<td></td>
<td>Occasional guest presenter since 2005</td>
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<tr>
<td>2001</td>
<td>Presented iCONN workshops for the Connecticut State Library (CEMA &amp; CES)</td>
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<td>2001-2002</td>
<td>Connecticut State Library Committee to develop iCONN training manual</td>
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<td>2002-2004</td>
<td>Connecticut Educational Media Association</td>
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<tr>
<td>2003</td>
<td>Published article entitled “Teaching Information and Technology Literacy Through</td>
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<td></td>
<td>Student-Created Webquests” in the March/April 2003 issue of Multimedia Schools</td>
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<tr>
<td>2004-2005</td>
<td>Connecticut Educational Media Association</td>
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<tr>
<td>2018 to present</td>
<td>Curriculum Committee</td>
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<tr>
<td>2019 to present</td>
<td>Facilitator—Library Media Council</td>
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<td></td>
<td>Provide professional development for new and veteran library media specialists.</td>
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