



Portland Public Schools

BOE Curriculum Subcommittee Meeting

May 15, 2024 @ 3:30pm

Meeting Minutes

Virtual Meeting via Google Meet: meet.google.com/cfi-pwhx-hbe

Meeting called to order at 3:35pm

Members in attendance: Kim Nagy-Maruschock, Laurel Steinhauser, and Director of Curriculum, Instruction and Technology Eric Martin

Also in attendance: Science Curriculum Specialist Sue McDougall and PHS Principal Kate Lawson.

I. New HS Course Proposal - [Forensics \(Science Elective\)](#)

A survey was conducted amongst High School students to determine what science elective would be most desirable and Forensics was the top choice. This project based course will ask students to apply physics, biology, and chemistry in real world situations. It will be aligned with NGSS standards. A portion of next year's science budget has been earmarked for a new elective to purchase some supplies. We currently have the big equipment we need for the first year. If it is determined that there is a need for additional equipment in future years, there are opportunities for seeking donations or grants to cover the costs. Developing in the sciences is a current priority for Kate and she is looking to expand course offerings that align with NGSS. The curriculum will draw from several other well-tested Forensics curriculum available to Eric. 27 students have already indicated they would like to sign up for this course in the 2024-25 school year. The Curriculum Committee supports the proposal and agreed to send this to the Board for approval.

II. Curriculum Specialists - Roles and Responsibilities

Eric reviewed the Curriculum Specialist roles and responsibilities. Teachers are assigned to vertical curriculum teams. Curriculum Specialists oversee the work of ten teams in the district. ELA is currently split into two positions (K-6 and 7-12) and we need to pursue the same model for math (K-5 and 6-12). This request will be brought to the Personnel Committee soon. The teachers' contract includes 10 Curriculum Specialist positions. The Reading Specialist Curriculum Specialist was folded into ELA content area and eliminated. We do not currently have a Health/PE Curriculum Specialist. Release day schedule means each content area gets 3 release days throughout the year for the purpose of writing curriculum. Curriculum Specialists plan the agenda for the day. On release days the Curriculum Specialists are engaging the team in content specific PD. All Curriculum Specialists meet with Eric for a one day retreat and a half day training over the summer. Additionally they source content area PD and identify and write grants.

III. Summer Curriculum Writing Hours

Eric reminded the committee that the application for summer curriculum writing hours goes out to teachers in early May with a set number of available hours based on the budget. Teachers are asked to limit their requests to 10 hours. Priority is given to teachers being asked to teach a new curriculum, being asked to revise a curriculum, or moving into a new teaching position or assignment. Most teachers who apply get some number of hours, even if it isn't the full amount they asked for. Eric provides oversight and reviews all submitted curriculum materials at the end of the summer.

IV. 2024-25 Committee Meeting Dates

Discussed possible scheduling options, to be finalized at June meeting.

V. Adjourned at 4:28pm

Next Meeting: Jun 19, 2024

Respectfully submitted,

Laurel Steinhauser
Portland BOE, Chairperson