



**Academic Committee Meeting**  
Lionheart Classical Academy  
Monday, September 9, 2024 @ 5:00 pm

**DRAFT MINUTES**

The meeting was called to order at 5:04 pm. The following people were in attendance: Sarah Paradis, Lori Finn, Ilda Bara, Bailey Sweet (Zoom). Kenneth Dobbs joined by Zoom at 5:45 pm. There were no public comments.

The first order of business was the approval of the draft minutes from the 6/3/24 and 8/19/24 minutes. Vice Chair Sweet motioned to approve the 6/3/24 minutes. Ilda Bara seconded the motion. Sarah Paradis requested that we change the minutes to reflect Ms. DeMasi's comment that it would be difficult for parents to help at home. Vote to approve minutes pending revision approved by role call: Bailey Sweet (yea), Lori Finn (yea), Sarah Paradis (yea). Ms. Bara recused herself from the vote.

Vice Chair Sweet motioned to approve the 8/19/24 minutes. Ms. Bara seconded the motion. No discussion. Vote to approve minutes pending revision approved by role call: Bailey Sweet (yea), Lori Finn (yea), Sarah Paradis (yea), Ilda Bara (yea).

**Discussion:**

**1. Faculty & Staff:** The open kindergarten teacher position was not filled by the start of school, so the two kindergarten TAs will be co-teaching that class for the year. We are not looking to fill that position this year. Ilda Bara has graciously agreed to teach second grade again instead of serving as the Title 1 teacher, as that is where the school has the most need. We will continue to look for a Title 1 teacher. The guidance counselor position was filled. Mary Dubravec is teaching technology for two days a week and serving as a TA for the other three. Principal Dobbs is trying to work out how she will be paid—possibly stipend. Principal Dobbs also noted that he may leave one teaching position posted, noting it as maternity coverage, to anticipate upcoming.

**2. Fall Assessments & Reporting.**

**A. Classical Learning Test:** Principal Dobbs will register for the online version of the CLT to be administered in early fall for Grades 3-7. (There is no CLT for K-2.)

**B. DIBLS:** DIBLS will continue to be used for fall literacy benchmark assessments (K- 4). Fiona Byne will train all K-4 teachers and TAs on DIBLS. Ms. Byne also reached out to other Hillsdale schools to see how they assess. They shared the data tracking that the Hillsdale schools use to track implementation of curriculum.

**C. Other Assessment Needs:** We still need to decide how math for all grades will be assessed and how the older grades will be assessed for literacy.

**Action Items:**

- Ms. Byne will train all K-4 teachers and TAs on DIBLS
- Principal Dobbs will meet with Ms. Byne & Ms. McCarthy again to complete fall assessment plan.
- Principal Dobbs will plan to report Spring 2024 state assessment results and fall assessment results from math, reading, and CTL if available at October or

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**3. Professional Development:** Ms. Bara described the two weeks of professional development that occurred prior to the start of school, including four days of training on Literacy Essentials from a specialist in the curriculum. They do offer 2-day site visits, where the trainer spends a day in the classroom observing, and then a second day to train based on the observations. We would like to consider this at some point in the future, schedule and budget permitting. Secretary Finn will also contact the trainer to see if she would conduct train-the-trainer sessions for Mackenzie Nichols.

Principal Dobbs has determined that now all teachers and staff should be certified in First Aid.

Principal Dobbs, Ms. Byrne, and Jordan McCarthy will be conducting surprise observations of teachers. They are currently working on a rubric and will share at the next meeting of the Academic Committee.

### Action Items:

- Secretary Finn will contact Literacy Essentials trainer
- Principal Dobbs will complete rubric and share at next AC meeting

**4. Science Cabinet:** Still determining location for materials. Ms. Bara reported that 2<sup>nd</sup> grade science supplies are well stocked. Need a list of materials needed for each unit throughout the year for all teachers. Need to develop a tracking system as well. There is money in the budget for supplies, so organization of needed items is required. Also, donations could be requested as well.

### Action Item:

- Ms. Bara will assess current status and explore options for organization

**5. Committee Organization:** Ilda Bara has joined the Academic Committee for AY2024-2025.

**6. Academic Needs:** Principal Dobbs expressed interested in tools for teachers looking to learn more. Hillsdale affiliates have online access to information, but as a curriculum school, we do not have access. Vice Chair Sweet recommended the Hoogland Center for Teacher Excellence that provides free resources for teachers.

**7. Classroom Bookshelves:** Ms. Paradis looked at the information provided by Hillsdale. They have a few recommended books in the K-12 guide and as part of the curriculum. They also provide a K-12 summer reading list that we could draw from. She heard back from Hillsdale, and they said if teachers want more than that they should email her directly. Ms. Bara will contact this person to find out more information.

### Action Item:

- Ms. Bara will email the woman from Hillsdale

Vice Chair Sweet motioned to adjourn the meeting at 6:13 pm, seconded by Secretary Finn.

Next meeting: October 7, 2024 @ 5 p.m.