

Timberlane Regional School District Minutes Template

[Meeting Title]

MINUTES

DECEMBER 4, 2018

4:00 PM

SAU BOARDROOM

TYPE OF MEETING	Curriculum and Assessment
FACILITATOR	Sue Sherman & Christi Michaud
ATTENDEES	S. Sherman, C. Michaud, S. Allaire, L. Paul, L. Cafelle, M. Koelker, S. Machemer, M. MacDonald, L. Canotas, M. Pedersen
AGENDA	Previously disseminated and posted on line

Quote: "Education is not the filling of a pail, but the lighting of a fire" – William Butler Yeats

MEETING CALLED TO ORDER
BY SUE SHERMAN AT 4:05PM.

APPROVAL OF MINUTES 10/2/18	Motion to accept minutes made by S. Machemer, seconded by M.Koelker.	
CONCLUSIONS	Approved 9-0-1	

APPROVAL OF MINUTES 11/13/18	Motion to accept minutes made by S. Machemer, seconded by S. Allaire	
Motion made by S. Allaire to amend minutes, with reference to IMBD procedures, to read, "Sandy will take the suggestions of the committee and produce a draft that will come back to the committee SLT and then move to Policy Committee."		
Motion made by M. Koelker to note that she will bring trimester data relative to block scheduling with grade data in January, not in December.		
CONCLUSIONS	Approved 9-0-1	

BLOCK SCHEDULING
UPDATES

DISCUSSION	<p>Middle School: M. Koelker is working with M. Flynn to compile discipline and grade data for January. M. Koelker notes that this year, the conversations around block scheduling are about relationships and content, not as much about length of time. Time is now secondary M.K. will be asking the middle school staff the same questions that were asked of high school staff (questions below)</p> <p>High School: M. Pedersen reported on staff responses to questions sent on 11/27/18: responses were received via email or through face-to-face conversations. Respondents represented a cross section of disciplines. -Are you more comfortable this year in block? – All answered yes -What is going well and have you had any big or small wins? – M. Pedersen cited some positive responses by teachers -What have been some challenges? – Many of the challenges were not directly connected to the change in schedule and might be seen in a 45-minute class as well (ex.: students not handing in work, multiple bathroom breaks, etc.) -What can the admin do to support? Teachers expressed that they felt supported by admin and appreciate the regular check-ins.</p>
-------------------	---

Timberlane Regional School District Minutes Template

CONCLUSIONS	Reports will continue monthly	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Scott and Maegan will continue to report throughout the year	S. Strainge & M. Koelker	monthly

CURRICULUM UPDATES AND PROPOSED CHANGES

DISCUSSION	S. Allaire noted that teachers were engaged in curriculum work on the Nov. PD day. Several teachers and PLCs proposed curriculum changes. The District Curriculum Team will review these proposed changes and bring them to the C & A Committee in Jan.	
CONCLUSIONS	After review, the proposed curriculum changes will be brought to C & A in January.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review all proposed curriculum changes from the Nov. 13 PD day with the District Curriculum team	S. Allaire & C. Michaud	ASAP
Bring proposed changes to the C & A Committee	S. Allaire	01-08-19

LATIN TEXTBOOK FOR ACC

DISCUSSION	<p>S. Allaire brought proposal from high school Latin teacher to introduce a new textbook for the ACC track of Latin 1 & 2.</p> <ul style="list-style-type: none"> Jenney's <i>First Year Latin</i> is a detailed approach to Latin grammar, vocabulary, and culture that will help students to prepare to read Latin literature and succeed on the AP exam at the 4th year level. would be used in our Accelerated Latin 1 and 2 classes. The current Latin textbook, <i>Ecce Romani</i>, has an emphasis on vocabulary and culture and will not adequately prepare students to engage a high level of reading and literary analysis after 3 years of Latin <p>S. Allaire noted that the original quote was for 18 textbooks. She proposed increasing the purchase to 25, to accommodate the potential future enrollment in both Latin 1 and 2 ACC. Discussion ensued. S. Sherman requested a new quote and the ability to review a copy of the textbook.</p>	
CONCLUSIONS	The C & A Committee will revisit this proposal in January, 2019.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Obtain a quote for 25 copies of the textbook.	S. Allaire	ASAP
Bring a copy of the textbook to the next C & A Committee meeting	S. Allaire	01-08-19

BLIZZARD BAG PARENT SURVEY RESULTS

Timberlane Regional School District Minutes Template

DISCUSSION	<p>C. Michaud presented the results of the Blizzard Bag Parent Survey that came out of the Tech Office last June at the request of SLT. Overall, survey results were favorable.</p> <ul style="list-style-type: none"> Feedback resulted in adjustments in rigor expectations at elementary level for BB 3-5; Discussion of including extension activities in BB for enrichment; Currently looking at UAs and making sure they have equitable expectations in terms of how many groups they are creating BBs for; Strong support for 2 BBs in a row; Question 11 narrative responses led to discussion regarding special education accommodations on BB assignments. <p>L. Paul noted that Google Classroom can now be used to assign different assignments to students without the entire class seeing these modified assignments for individual students.</p>	
CONCLUSIONS	The survey results will be put on an upcoming Principal's Agenda, with a goal to discuss how accommodations are being addressed for students with IEPs.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discuss BB Survey results and questions around BB accommodations with the Principals and Directors	C. Michaud & S. Allaire	Dec. 5, 2018

**STRATEGIC PLAN –
MONITORING**

DISCUSSION	<p>S. Allaire & C. Michaud presented a draft of a template created to track the curriculum and academic goals in the Strategic Plan and to monitor and update ongoing work through multiple committees. C & A Committee will monitor and oversee the work; Below C & A is the Pre-K-12 Curriculum Committee. Members of this committee chair of facilitate other committees (mentoring, PD, STEAM, etc.) Each month in Pre-K-12, we will collect updates at meeting, will pull together progress notes, and bring them to C & A. S. Sherman noted that these progress notes will be beneficial in providing updates to the School Board. Any questions could be brought back to C & A.</p>	
CONCLUSIONS	<p>The Pre-K-12 Curriculum Committee will keep progress notes updated for C & A. Any questions from C & A will be brought back to this committee for review. Reports will continue monthly.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Regularly review and update Strategic Plan template with the Pre-K-12 Curriculum Committee and bring updates to C & A Committee	C. Michaud & S. Allaire	monthly

**K-6 COMPETENCY REPORT
CARDS END OF 1ST
TRIMESTER**

DISCUSSION	<p>This month will be the first trimester of reporting with the new hybrid report card in 6th grade. M. Koelker noted that M. Pedersen led training sessions for all UA and grade 6 teachers in August and again in November. She noted that the teachers are feeling very supported through this transition.</p> <p>This is the second year of new report card at the elementary level. Teachers are becoming more familiar with the report card. Teachers received an updated Teacher's Guide for the report card.</p>	
-------------------	---	--

Timberlane Regional School District Minutes Template

CONCLUSIONS	S. Allaire, C. Michaud, L. Canotas, and M. Pedersen will keep the committee updated regarding the implementation of the K-5 Competency report card and the grade 6 hybrid report card.	

C. Michaud noted that the DOE site with the NH School Data Profiles was revamped and made public on Dec. 3.

Next meeting on January 8.

Meeting adjourned at 5:08