**TEAM: NEASC Curriculum Committee**

**PRESENT: Jessamyn, Susan, Jeramy, Nicole, Mike, Shannon, Tristan Brooks, Brianna Murdough, Alison Pletcher**

**MEMBER TAKING MINUTES: Shannon**

**DATE: 9/11/13**

**START TIME: 2:30**

**END TIME: 3:30**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| Pre-Self Study Report | Review of the Report  The areas in need of action were included in the document distributed to the members. |  |  |
| NEAS&C Timeline | Core Values  Endicott Survey  Evidence Requests  Report Writing  By Summer break we want to collect evidence, categorize evidence, outline report, and draft or 2nd draft of our report. This will make the first months of school less chaotic. | The Core Values will be ratified in one of the October faculty meetings.  Surveys will be available during open house for parents to complete electronically.  All document request forms will go through Sara and Alex, in order to streamline the requests, sort requests and distribute to the committees that need them. Even if we have the document or item, we still need to submit the request form to Sara and Alex.  We are just now starting the evidence process; our report will be presented in Fall of 2014.  One or two writers per committee.  Other committees begin presentations in the Spring 2014, and voting will take place by the end of the school year. |  |
| Draft evidence documents list | Make a list standard by standard of evidence documents that we foresee being needed for our report. | Indicator 1 Documents: ??? (We don’t yet have the 21st century skills defined)  Indicator 2 Documents:  -Suggested lesson plan template examples.  -1 page “Survey” Curriculum Map  -Competency Binders (per content area)  -Syllabi template and examples  -School wide rubrics  Indicator 3 Documents:  -DOK snapshot data  -Final Exams (2013) using DOK 3 & 4  -Speed Dating Exit ticket (require at least 1 CD per semester)  -Videos from speed dating  -Authentic assessment: Music, Business Dept. , Alt School,  -Student Voice constitution and meeting minutes, school board presentations  -Class presentations on Identity Theft  -Student Showcase (data, pics, and video, portfolios)  -Student work: projects, outside communication, service learning,  -NHS: Outside speeches and Presentations, Chamber of Commerce breakfast  -Tech (Forms)  -Program of Studies  -Differentiated assessments within a course and across levels.  Indicator 4 documents:  -Course Syllabi  -Unit Overviews  -Individual lesson handouts labeled with target  -Exit Tickets re: target understanding (Nicole)  -Notes from common teaching meetings  -Department meeting minutes  -Faculty meeting minutes with target training  -Lesson plans with daily target objectives  -Agenda board snapshots  -Walk through observation documents(with names removed)  -Mentor meeting minutes  -Target tracking systems  -Course Calendars  -Common Assessments- summative and formative  (based on targets) | These templates need to be reiterated and shared with new faculty.  These templates also need to be shared with new faculty.  Ask Jim and Jen for 2 or 3 minutes in a Faculty meeting to remind faculty of the connections and ideas they had from last years speed dating.  We need a formal tech/media center intro plan for first year students via Bergeron.  Please review the remaining indicators for our next meeting and draft a list of evidence documents we think would be useful. |