**TEAM: NEASC Curriculum Committee**

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

**MEMBER TAKING MINUTES: Shannon**

**DATE: 9/25/13**

**START TIME: 2:30**

**END TIME: 3:30**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| Draft evidence documents list | Make a list standard by standard of evidence documents that we foresee being needed for our report. | Indicator 5:  -Vertical team minutes  -Single Start Calendar/rationale  -Team leader agenda/minutes  -Library digest  -PLC team meeting minutes  -Speed dating/cross curricular work  -Blocked PREP department planning minutes (i.e. Social studies having department meetings monthly)  -Writing Rubric Development  -Co-teaching planning and records  -Accommodation-modified assessments  -Late start curriculum minutes  -Communication records between buildings  -John Pearce development day  -Math vertical committee  Indicator 6:  -Matrix  -Web2Schol reports  -DOE website data  -Budget request records  -Classroom resource inventories  -Fire Marshall Records  -Building floor plans/blueprints  -Teacher Project examples /lab examples  -Copies of LIC cart/lab sign outs and calendars  -Student staff ratio/ staff lists  -Program of studies  -LIC “request” for materials records  -Library purchase records  -LIC facility/resources (photos?)  - Modular floorplan/blueprints  -Alt school floorplan/blueprints  -Formal District tech plan  -Tech committee meeting minutes  -online tech requests  -List of clubs  -Administrative/Student Voice minutes  -Virtual/Novanet invoices/use records  -Stipend list/salary schedule for club and athletics  -Duncan-Jenkins/SIG contributions for club, voice, etc.  Indicator 7:  -Late start, PD day, Single Start agenda and meeting minutes  -Curriculum Director Job Description  -Staff PD Assessment books  -Conference records  -SLO data and records  -Performance pathways data  -Learning target data  -competency based assessments and grading practices  -Department meeting minutes  -Pre-assessments  -Student target reflection data  -Program of studies (Maps score requirement)  -Mentor meeting minutes  -Peer observation records | Can SIG and grant funding count?  Do photos count as sufficient evidence? |
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| Evidence Collection forms | Explanation of the process of filling out the request forms and how to submit these forms | Request form MUST be submitted on PURPLE paper | Start filling them out! |