**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 committeeIndicator 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! |