**TEAM: NEAS&C Steering Committee**

**PRESENT: Noah Denslow, Jessamyn Dechert, Michelle Prentiss, Linda Saari, John Bramley, Michael Boucher, Alex Luhtjarv, Jim O’Rourke, Jen Crawford**

**MEMBER TAKING MINUTES: Michelle Prentiss**

**DATE: November 12, 2013**

**START TIME: 2:30**

**END TIME: 3:30**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| Dec 11 Visit with NEAS&C liaison. | Late Start Day.  Will be meeting with Admin, full faculty, and steering committee meeting.  He is the facilitator from the bureaucrats. |  | Dec 11: Steering committee meeting with Ned during the day at some point; Jen will let us know what hour we need to put in to AESOP. |
| Evidence Request Update | Minor changes to form. Replaces “Other”. Examples: Form, Brochure, Publication. New forms are in the teacher’s room.  223 requests made  139 completed with major response to Instruction. Assessment may be able to use some of this. Personalization in lesson plans didn’t get a lot.  Requests from outsiders” – tech, maintenance, SAU – but need to get things in.  Linda found that people sometimes zeroed in on the checklist and not always on what was looked for (in the descriptors).  We can still put out other requests as needed if we see holes. |  | Alex will send out electronic copies of the new forms.  Put out all requests by December 1st, if possible, so that groups can begin sorting through evidence and start writing. |
| Endicott Results | Alex emailed all of us with the results.  2 files: One is aggregate file (every school that took it in 2012-2013). This gives us a benchmark to gauge ourselves with all other schools in New England. Ex. 58% students are proud of our school, but if we can prepare it to  Second file: copy of just our committee’s information. Information is broken down into agree/disagree. Some of it is broken down by students, parents, or staff. It is all broken down by indicator.  Use survey results in our reports. It is expected that we will use it. Committees can decide whether they want total agreement/  disagreement or the other way of breaking down data.  We can share tomorrow with our committees. Hold back for now with sharing with community, etc. If we have a 30 minute discussion on Core Values on Dec 11, then we should have time to discuss the Endicott data in the same meeting.  Early conclusions? Some people said they knew rubrics and core values, when they are obviously not published yet. ☺ This happens in every school. Funding programs: staff and parents felt that community didn’t fund programs. It’s very low. Undecided votes also skew it data. In most categories, there is positive feedback, especially compared to other districts.  The survey data can support or refute the paper evidence in our reports. | We should have a chance to discuss the data as a faculty before sharing with the school/community. | December Faculty Meeting could be used to discuss the data. Dec 4 is a NEAS&C team meeting. Dec 11: Faculty meeting.  Alex will publish the results on the website the day of the Dec 11 meeting. It will also be presented at the board meeting.  Dec 4: Electronic version of Core Values Report  Dec 11: Discussion on Core Values. Discuss Endicott Survey Data at that meeting. The faculty meeting will actually take place during the Late Start time. We will meet with Ned in the afternoon during the regularly scheduled faculty meeting time.  Dec 18: Voting on Core Values |
| Standard Summary and Voting Protocol | Alex reviews the Guidelines from NEAS&C.  Standard Report & Executive Summary are the 2 documents written by each committee.  It gives clear instructions. #6: Should we be consistent with the agree/disagree or other format for survey results? That way we won’t look like we are trying to skew the data.  Copies of the entire reports plus the Executive Summary should be electronically available to review. At least one week’s time available for review to provide feedback/get clarification. Then a discussion will ensue. We should get a minimum of a 2/3 majority. A vote of yes or no needs to be registered for each professional staff member. Ask Ned do we need to record what each person’s vote was?  On the website, there is a sample Narrative Essay vs. Executive Summary to use to guide the writing of the report. |  |  |
| 21st Century Expectations Update | Noah has the stack of papers from last faculty meeting. They will work through the feedback during tomorrow’s meeting to see where it leads them. They feel confident about being able to measure the information on the sheet using rubrics. |  |  |
| Other | Are there attendance issues at meetings?  Some committees have no parent/adults yet. Some faculty absentees are also occurring. Email Jim with faculty concerns. Some students still not showing. Concerns with student consistency. Alex did receive a new student list from Jeramy.  When the visiting committee arrives, we should keep in mind the students who have been active on the committees.  Other recommendations for parents to serve on committees?  Even though the color coding folders in our boxes is fine, should we compress all evidence into one folder per indicator? It might make it easier for the Visiting Committee. Consolidate later, but for now, we should be focusing on just collecting evidence.  Is there a plan for reporting out 21st Century Skills and Expectations? There has been discussion but no decisions have made. |  | Alex will send us a copy of the new student list.  We could put out an appeal to parents on the Class pages on Facebook. Noah, Kelly, and me/Bram? Maybe Lyn/Matt for the 2015 group? |