**TEAM: NEASC Steering Committee**

**PRESENT: Jennifer Crawford, Michael Boucher, John Bramley, Jessamyn Irwin, Alex Luhtjarv, Sara Paquette, Michelle Prentiss, Heidi Welch, Lyn Paolino**

**MEMBER TAKING MINUTES: Heidi Welch**

**DATE: 12/17/2012**

**START TIME: 2:30**

**END TIME:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| 1. Needs/   Supports | Agenda is helpful  Moving Alt school teachers closer to here  Using flashdrives/dropbox accounts for NEASC visitation team. | In future a “master agenda” can be produced.  We can try to move the personnel closer. | * Jen will work on the Alt personnel |
| 1. Community Members | * Invites will be going out and will be asking starting with the February/March or April Meeting * Skyping or Show Me sessions so that the community members will have a voice and input throughout the process. | Alex and Sara will finalize the community groups |  |
| 1. Core Values | * Jackie reported that it was a small group, but they met and went through the four descriptors, and discussed where they were at. Went through strengths and weaknesses of each descriptor. (uses of chamber of commerce and rotary were discussed as well). |  |  |
| 1. Curriculum | * Jessamyn reported strengths and weaknesses – * No clearly chosen 21st cent learning expectations * Common formats for assessments are by dept. * Authentic assessment * Cross disciplinary may happen by unit, but not by course. * Evidence of alignment between written and taught curriculum   Strengths   * On path to improving most weaknesses. * Student audit completed which shows varied instructional practices and presented to various audiences. | Media Literacy class? Intro to library |  |
| 1. Instruction | * Lyn presented on discussion from meeting – meeting was mostly about “figuring things out” |  |  |
| 1. Assessment | * Michelle and Heidi reported on Weaknesses and Strengths * Top Three weaknesses include * 21st Century expectations need to be identified and we need school-wide rubrics to assess; no formal time to meet and collaborate and reflect on assessments.   Lack of common assessments.  Strengths –  -Development of school wide writing rubric  -We DO have rubrics but none are school wide  PLC data team/SLO’s/Common Assessment PD and discussions  -Advisory allows for more instant conversations around grades.  -Assessment resources are provided. |  |  |
| 1. School Resources for Learning | * Alex reported small meeting -- began with process and came up with 3 critical need areas: * Interdisciplinary (authentic cross curricular connections) * Safe and respectful climate (DO WE REALLY HAVE ONE?) * Diversity Education and Global Awareness |  |  |
| 1. Community Resources for Learning | * Michael reported good meeting turnout. * Strengths * We are well staffed * Services are adequate * Inventory of materials is adequate (print non-print, hardware, etc.) * Weaknesses * Need to use data to improve services * Need more data/response brought in from community * What are we using to drive programming in all areas. |  |  |
| 1. Other | * Edline, community systems, etc. * Healthcare and Hunger |  |  |
| 1. Master list of immediate fixes. | * Rollout of dates – Faculty meeting in January will deal with 21st Century Learning Expectations * Vertical Team plan – Jessamyn reported the need to begin this soon as communication/documentation needs to be formative to our instruction in terms of curriculum. |  |  |
| 1. Board Meeting Tonight | * Anything else to report to them? | Nope | Alex and Sara will report to them this evening. |
| 1. Next steps | * Letter to parents in process of being drafted * Meeting again as steering committee to create an agenda for our individual committee meetings on the 23rd of January. * Dropboxes will be created and tutorials will be done. * Great things happening; John Pierce is available for assistance in facilitating meetings, for advice, etc. (good resource for core beliefs, etc.) In building twice a month currently. | Alex and Sara are working on the letter. |  |