**TEAM: Instruction**

**PRESENT: Natalie Gehrig, Jacob Roth-Ritchie, Lyn Paolino, Laurie Haynes, Karla Luhtjarv,**

**MEMBER TAKING MINUTES: Natalie Gehrig**

**DATE: 9/25/13**

**START TIME:2:35**

**END TIME:3:33**

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| **Item** | **Discussion** | **Conclusion** | **Actions Items/Member Responsible** |
| **Evidence Collection Templates** | NEASC Information Request Form: This form is always printed on purple paper given to Sara and Alex in their NEASC INBOX in the teachers room??? Do we still need to submit a form if it is something that EVERYONE can access? (Such as web 2 school data)If we want student evidence we print out a special sample cover sheet in addition to the purple template to keep it all together??? Student Confidentiality: Does student and parent need to sign off if their (graded) work is collected in evidence What is the uniform protocol? |   |  |
| **General Business** | Lyn will be going to Gorham Middle/High School next week to partake in a NEASC visitation. She will be coming back with a lot of insight for how our visit will goKarla is going to help Jacob be the writer for our committee |   |  |
| **Discussion on Indicator 5:**  | \*We feel confident about this indicator!We need My Learning Plan PD data collectionNew Teacher program example Statistics of Degrees and beyondList of professional organizations for teachersCommon Reading: Summer Reading, and PD booksSLO binderMOU Group work: PLC’s dept. meetings wed. Meetings. Edmoto…Specific publications for researched based informationJohn Pierce work |  **Collect Evidence:**My Learning Plan data:??? Can we pull data from my learning plan to track numbers/avgs/statistics/reflectionsStatistics- create a survey??List of professional organizations for teachers SLO portfolio document |  |
| **Goals/Agenda items for the next meetings** | We feel in a good place to begin filling out evidence collection forms next meeting | Fill out forms next meeting |  |