

Spring Branch ISD Course Weighting Task Force

Chartering Document

March 27, 2017

Official Designation

SBISD Course Weighting Task Force

Purpose and Scope

The purpose of the Course Weighting Task Force is to study the effectiveness of current district course weighting practices and potentially make a set of recommendations. SBISD wants to ensure the accuracy, equity, and validity of our course weighting practices in alignment with our T-2-4 goal.

The initial guiding question for this work is: Are students selecting courses based on their needs and interests or are there other factors impacting course selection?

The Task Force will report its findings and any recommendations to the Board of Trustees.

Executive Limitations:

The scope of the committee's work is (1) limited to policies, regulations, practices and procedures that define which courses in the SBISD Program of Studies receive weighted grade points for purposes of calculating grade point average (GPA), and (2) the number of weighted grade points a student can earn.

Membership

The Task Force will be comprised of a wide, equitable representation of district stakeholders, including but not limited to:

- District Administrators
- Campus Administrators
- Registrars
- Counselors
- Parents
- Students

The Task Force will have balanced representation from every high school and middle school including Northbrook High School, Stratford High School, Spring Woods High School, Memorial High School, Westchester Academy of International Studies, Academy of Choice, Spring Branch Academic Academy (located at SHS), Spring Branch Academic Academy (located at SFMS), Cornerstone Academy, Memorial Middle School, Spring Branch Middle School, Spring Forest Middle School, Spring Oaks Middle School, and Spring Woods Middle School. Participation from the Guthrie Center is also a needed component of the Task Force to ensure representation of matters pertaining to Career and Technical Education (CTE). Members will be named by each school principal according to the Task Force membership (by school) reflected numerically below.

- Academy of Choice: 2 members including a parent and staff member
- Cornerstone Academy: 2 members including a parent and staff member
- Guthrie Center: 2 members including a parent and staff member
- Landrum Middle School: 2 members including a parent and staff member
- Memorial High School: 5 members including a student, parent, registrar/counselor, teacher, and administrator
- Memorial Middle School: 2 members including a parent and staff member
- Northbrook High School: 5 members including a student, parent, registrar/counselor, teacher, and administrator
- Northbrook Middle School: 2 members including a parent and staff member
- Spring Branch Academic Academy: 2 members including a parent and staff member
- Spring Branch Middle School: 2 members including a parent and staff member
- Spring Forest Middle School: 2 members including a parent and staff member
- Spring Oaks Middle School: 2 members including a parent and staff member
- Spring Woods High School: 5 members including a student, parent, registrar/counselor, teacher, and administrator
- Spring Wood Middle School: 2 members including a parent and staff member
- Stratford High School: 5 members including a student, parent, registrar/counselor, teacher, and administrator

- Westchester Academy of International Studies: 5 members including a student, parent, registrar/counselor, teacher, and administrator

Superintendent will also name up to five additional members in an effort to balance representation to reflect our district as a whole. Total membership is expected to include 54 members.

The composition of the Task Force will be presented to the Board of Trustees on April 10 at the regularly scheduled Board Workshop. Contingent upon approval, the Task Force will convene for their first meeting on or before April 28, 2017.

Meetings and Procedures

The Task Force will begin in April, 2017 and complete its work by December, 2017. A Chairperson or Chairpersons will be submitted by the Superintendent as part of the Task Force composition. The Chair(s) will be supported by two district leads as named by the Superintendent. District leads are expected to include a central office administrator and current high school principal. Leads will work with the Chair(s) to develop, send (via email) and publish a list of meeting dates, times and locations for all Task Force Meetings on the district website.

Updates and Communication: Task Force updates to the Board of Trustees will be prepared by the Task Force Leads and will be sent out (via Friday Notes) on a monthly basis. Additionally, the Task Force Leads will prepare and publish meeting summary documents to be shared publically on our district website.

Pay and Professional Development Credit: Task Force members will not receive pay, allowances or benefits for their service on the Task Force. Meetings will be placed in Eduphoria for non-contract professional development credit for SBISD teachers and administrators. Parents and students that elect to serve will do so voluntarily.

General Task Force Member Expectations: In order to ensure an effective, representative Task Force, every member is expected to attend a minimum of 70% of the scheduled meetings. In addition, members are expected to represent the all-inclusive views and needs of their represented school as well as the Spring Branch Independent School District as a whole.

The SBISD Board of Trustees will appoint one of its members to serve as a Board Liaison to the Course Weight Task Force.

Products

The Task Force Chairperson(s) and Leads will present any findings and/or recommendations to the Board of Trustees during or before December, 2017.

The members of the Course Weighting Task Force will be informed of the time and location of the Board Workshop where the presentation is to be given so that they may be in attendance.

Charge approved by SBISD Board of Trustees at their regular meeting on March 27, 2017