

GROTON BOARD OF EDUCATION
SPECIAL MEETING MINUTES

AD HOC MIDDLE SCHOOL PROGRAM REVIEW COMMITTEE
JUNE 22, 2017 @ 4:00 P.M.
CENTRAL OFFICE, ROOM 11

Members Present: Andrea Ackerman, Katrina Fitzgerald, Jay Weitlauf

Members Absent: Gretchen Newsome

Also Present: Michael Graner, Susan Austin, John Jones, Kelley Donovan

1. Call to Order - Dr. Ackerman called the meeting to order at 4:07 p.m.
2. Review June 13, 2017 Meeting Minutes - the minutes were reviewed and accepted.
3. Overview of the MYP Candidacy Program Requirements - Dr. Graner shared with the committee the IB Middle Years Program Authorization Process. He and Kelley Donovan noted that the district would have to appoint an MYP coordinator at each school to lead the program and communicate with IB officials. The projected candidacy period would last from the fall of 2017, pending Board approval, to May of 2018. The committee requested that a copy of the MYP authorization process be emailed to them.
4. Next Steps
 - Kelley Donovan will present to the Board of Education an IB Theory of Knowledge lesson at its September 18th C.O.W. meeting.
 - Dr. Graner distributed the MYP timeline and three-year budget plan. He noted that all the planning steps from April 2016 through November 2017 have been completed. The committee noted that due to the budget crisis, no further action after February 2017 was taken regarding the MYP feasibility study; the Board vote regarding MYP candidacy has been postponed until the fall.
 - The committee also discussed the three-year budget plan. Kelley Donovan pointed out that instead of sending subject area teachers from both middle schools and the high school, the district could arrange for MYP training for all teachers to be conducted on site at a considerably reduced price. The committee also discussed the need for at least a part-time MYP coordinator at each school if the district enters the candidacy period. The proposal would be to hire one person full-time to serve as the MYP coordinator at both middle schools and one part-time coordinator for the high school MYP classes.
5. Next Meeting Date - August 17, 2017 at 4:00 p.m.

The meeting adjourned at 5:05 p.m.

MYP Timeline

	STATUS
April 2016 <ul style="list-style-type: none"> BoE approves feasibility study 	Completed
October 2016 <ul style="list-style-type: none"> MYP Conference in Miami Brief Ad Hoc Middle School Program Review Committee 	Dr. Graner, John Jones, Peter Bass, Terry Henkle, Kelley Donovan, Matt Brown attended Completed
November 2016 - February 2017 <ul style="list-style-type: none"> Select steering committee for three schools Visit MYP schools <ul style="list-style-type: none"> Metropolitan Learning Center, Bloomfield (grades 6-8) King/Robinson Middle School, New Haven Metropolitan Learning Center, Bloomfield (grades 9 & 10) Brief C.O.W. Brief facilities Conduct parent outreach Align IB mission and goals to GPS (12 steps from manual) 	Completed Completed Completed Completed Completed Postponed Postponed Postponed Postponed
March 2017 <ul style="list-style-type: none"> BoE final presentation 	Postponed
April 2017 <ul style="list-style-type: none"> BoE vote on candidacy Possibly begin candidacy period 	Postponed Postponed
June 2017 <ul style="list-style-type: none"> Begin candidacy period Work with consultant (20 hours) 	Postponed Postponed
July 2017 - Spring 2019 <ul style="list-style-type: none"> Authorize town visit 	
September 2019 <ul style="list-style-type: none"> Begin MYP 	

Three Year Budget Plan

		<u>Status</u>
2016-17 School Year		
<ul style="list-style-type: none"> October - MYP Training April - Application 	\$10,000 <u>\$ 4,000</u> \$14,000	Completed Did not apply
2017-18 School Year		
<ul style="list-style-type: none"> Annual Candidate Fee In-school PD (middle school) Train 11 Teachers @ 3 Schools 	\$ 9,500 \$27,500 <u>\$22,000</u> \$59,000	
2018-19 School Year		
<ul style="list-style-type: none"> Annual Candidate Fee In-school PD (middle school) In-school PD (high school) Train 11 Teachers @ 3 Schools 	\$ 9,500 \$27,500 \$13,750 <u>\$22,000</u> \$72,750	

**International Baccalaureate® (IB) Middle Years Programme (MYP)
Feasibility Survey & Authorization Process**

International Baccalaureate® (IB) Middle Years Programme (MYP)

Candidate schools must show that they have both the infrastructure and the skills in place to deliver the MYP, and that they share IB's values and beliefs.

- Appoint an MYP coordinator – to lead the programme and communicate with the IB
- MYP Feasibility Survey and submit a School Information Form
- There is no set form for the feasibility study (phone call 3/13/16 and email 5/16/16), IB asks that Groton keep certain questions in mind when looking to implement a new programme, such as:

MYP Feasibility General Questions:

1. Groton's decision making authorities (BOE, Superintendent, Admin, Staff, Parents) of the middle school(s) embrace the IB philosophy which ***"aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. IB encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right...."***
2. Groton's middle school(s) will have been in existence for at least three years at the time of authorization. ***If new MS is built, will apply for partnership through IB with FSHS***
3. CMS/WMS schools has a strong, open-minded leadership team that can carry out important pedagogical and institutional changes.
4. The schools has identified a coordinator to lead the authorization process and subsequent programme implementation.
5. The coordinator has/will have the capacity and right to oversee/be involved with curriculum changes at the school.
6. The schools has a teaching staff that is open to change, willing to learn and has the energy required to carry out a new pedagogical proposal.

MYP Specific Questions

7. MYP is designed to be implemented over five years. Is this possible? If not, which years will you plan to offer? ***Application if for 3 or 5 year program, eventually 5 years to include 9th and 10th grade.***
8. Will budgets, ongoing professional development be included to continue the program? ***Under MSAP Grant CAT 1 and CAT 2 training will be afforded to staff and administrators***
9. In years 1, 2, and 3, all eight subjects (Language acquisition, Language and literature, Individuals and society, sciences, Mathematics, Arts, Physical and health education, Design) must be offered concurrently.
10. Will the school schedule allow for this to happen? ***In years 4 and 5 it is preferred that schools continue to offer all eight subjects, though there is an option to consider offering six of the eight***

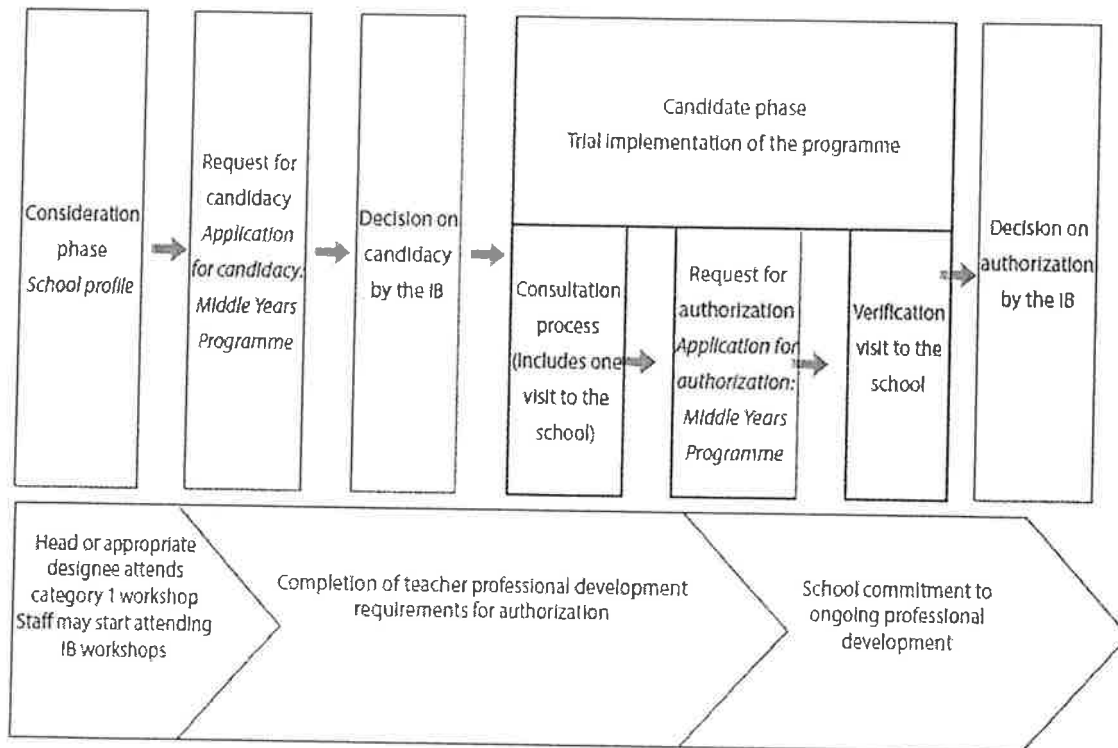
subjects, provided subject choice guidelines are followed. How can the eight subjects fit into the schedule?

11. Will the school have the flexibility to make changes to ensure a concept based curriculum, which will also integrate global contexts?

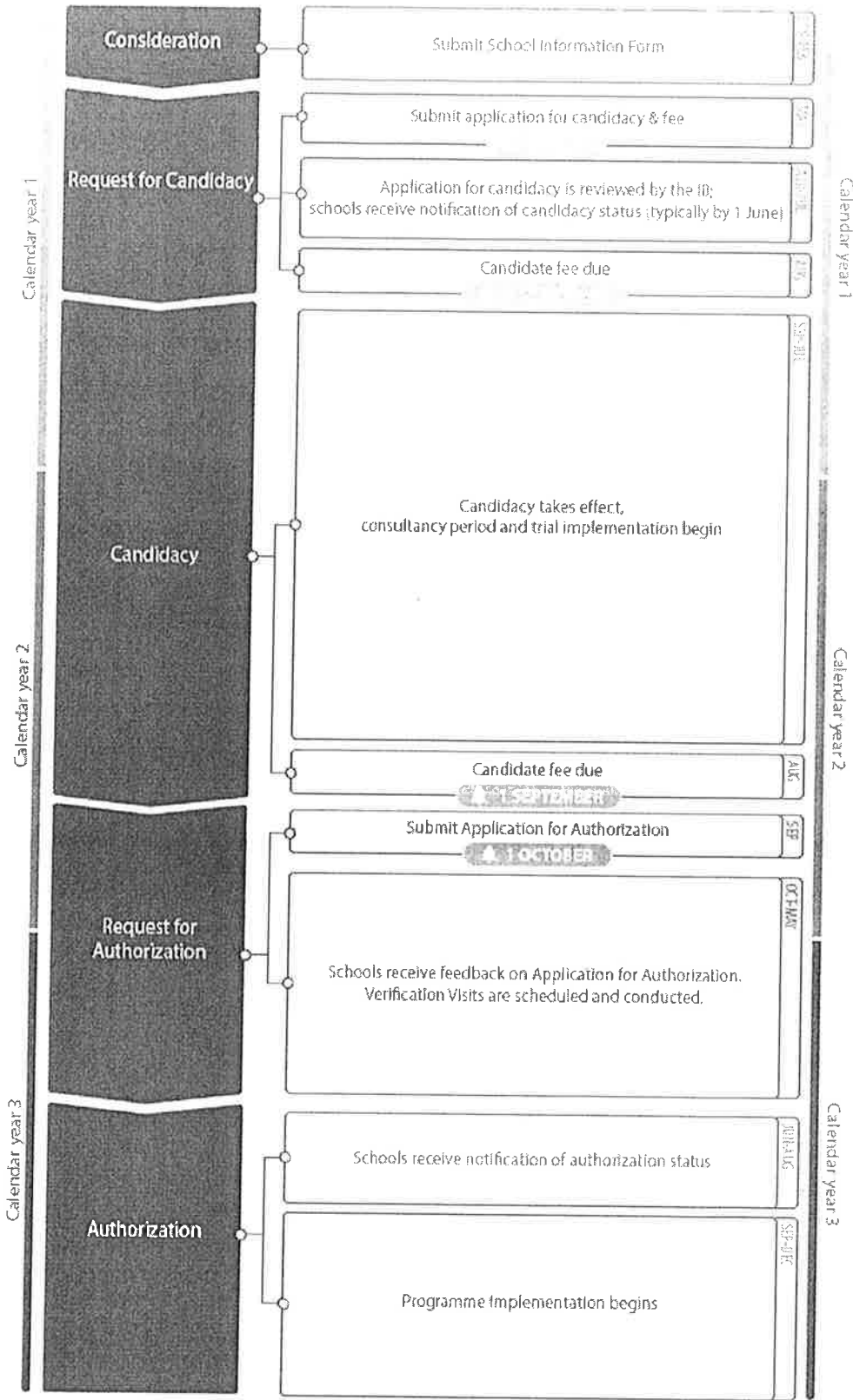
Schools must also:

- Show that they can deliver the MYP flexibly, to the IB's high standards, in cases where the school or education authority cannot support the full 5-year programme
- Commit to the mandatory professional development of MYP educators
- Give reasons why the MYP is not offered to all students, if the IB considers this to be appropriate in a particular case
- Ensure that the student experience is continuous, in cases where a school chooses to offer other IB programmes consecutively with the MYP.

Overview of the authorization process



Authorization Timeline (Specific Time Gates)



International Baccalaureate® (IB) Middle Years Programme (MYP) Fees

1. Application for Candidacy Fee: \$4000.00

This fee covers the costs associated with:

- Review and processing of the Application for candidacy
- Advice and guidance in relation to programme implementation

2. Annual Candidate Fee: \$ 9500

The Annual candidate fee is payable by DP / MYP / PYP/ CP candidate schools, for each year during which a school retains candidate status (every 1st September or 1st March). Schools may terminate their candidate status at any time during the authorization process, but must notify the appropriate regional office of the IB Organization by letter and the appropriate IB form, signed by the head of school, at least three months in advance of the date of termination.

This fee covers the costs associated with:

- Access to the Online Curriculum Center (OCC), coordinator notes, programme development and updates
- Advice both through the regional office and from IB approved consultants
- A two-day on-site consultation visit including associated travel and incidental costs
- 20 hours of remote consultancy per candidate year
- Review and processing of the Application for authorization and supporting documentation
- Two-day on-site verification visit including associated travel and incidental costs
- Coordination of the visits (organization, monitoring and follow-up)
- Processing of the report

3. Evaluation Fee: \$3700 (MYP schools are visited every 5 years).

As a part of the programme evaluation process, an IB evaluation team of 2–3 IB staff or educators visits the school to confirm the evidence submitted in the self-study questionnaire.

This fee covers the costs associated with:

- Reading of self-study and supporting documents by external readers
- Associated travel of 2-3 visitors
- Incidental costs of visiting team

4. Professional Development

- a. Regional PD: \$739 per staff member (Accommodation and travel expenses are not included)

Workshops comprise 10 sessions of 90 minutes each over three days. Certificates of attendance for workshops will be issued to participants who attend all scheduled sessions. Fee includes: Tuition and workshop materials, breakfasts and lunches during the workshops (buffet lunch including vegetarian option), refreshment breaks, and water during the workshops... Note: Fees for workshops delivered by our approved PD providers may vary.

b. In-school PD: \$550 per staff member (25 person minimum)

The in-school workshops per participant fee covers the costs associated with the workshop (organization, monitoring and follow-up) training and honorarium of our workshop leaders and the IB's intellectual property.

c. On-line Workshop (4-8 weeks): \$600 per staff member