

**Curriculum Committee Meeting**  
**Minutes of the Meeting**  
**Spaulding Union High School Elementary/Middle School**  
**January 17<sup>th</sup>, 2017**

**In Attendance**

- Joe Blakely, Committee Chair and Board Member
- Brenda Waterhouse, Principal
- Rick McCraw, Director of Curriculum, Instruction & Assessment, BSU

**Agenda**

1. Review/approve minutes of December 12<sup>th</sup>
2. Changes to agenda
3. Reassessment practices
4. Transferable skills rubric
5. Course performance outline
6. Upcoming agenda and meeting date/s.

The meeting was called to order at 3:02.

**1. Review/approve minutes of December 12<sup>th</sup>, 2016**

Minutes were approved as submitted.

**2. Changes to Agenda**

No changes were made.

**3. Reassessment practices**

If students do not assess on a standard at the level they need or want to, they can earn the opportunity to reassess on that standard. SHS has been using reassessment plans all semester, but practice has not been standardized.

Students understand that this is not simply about retaking a test. Generally, reassessments are different tests, and they are taken only after opportunities for new learning. This may include repeating learning tasks or spending additional time with the teacher. Brenda related that originally some students would simply opt out of tests in order to scope out the test or simply to defer accountability. She emphasized that just skipping the test is not an option, and doing so will not qualify a student for reassessment.

SHS is creating a form for common use across the school. (See attachment 1.) The form is a composite of forms in use by individual teachers. Last Monday, this draft was distributed for feedback, and the form will be revised accordingly. The form's intent is to provide the student an opportunity for reflection but that it not require so much time that it gets in the way of learning.

The form will either be a Google Doc or a Google Form. Communication is expected to be electronic, but the form will also fit on paper if necessary. It's also hoped that this can be

incorporated into Infinite Campus. The form will also be shared with parents so they are aware of reassessment.

Brenda drew attention to the first paragraph as a means of building student and parent awareness.

Joe reflected that the parent communication component of this is useful and critical. It's important to know the student's status so it's clear to all where the responsibility lies.

Brenda anticipates the form being finalized after review by the faculty Leadership Team and the Student Council.

#### **4. Transferable skills rubric**

Brenda presented the transferable skills rubric (attachment 2). The front side of the page (page 1) has been piloted over the past two years. She pointed out that the "what it looks like" column is clear, but students objected to the wordiness. Students accepted the rubric much better when the columns were added that define what each assessment point "looks like."

Page 2 represents a simpler version of the one on page 1 and is expected to be in use next year. The Student Council will be considering the revised form.

Joe asked what happens with students who are being disruptive in class. Brenda: An administrator processes the misbehavior with the student and refers the student to the Access room. The environment is structured to meet a variety of student needs. Brenda mentioned students who need a break (and who have predefined "break plans"). These are typically five-minute breaks. The Access coordinator documents all of this and tracks it over time so that chronic issues are identified.

Joe inquired if teachers take other actions such as sending students on short breaks. Brenda answered that yes, teachers use a variety of strategies. The Access strategy is for more chronic cases.

Joe felt the rubric was clear and understandable.

#### **5. Course performance outline**

Brenda presented the Course Performance Outline. The document contains the criteria that define the single grade and GPA value that arise from a combination of standard-level marks.

Joe jokingly expressed the concern some parents might have about a student being stuck at a grade level by being unable to meet proficiency. Brenda agreed that that's a common concern and one that's being faced nation-wide. Joe acknowledges the challenges that exist.

## 6. Upcoming agenda and meeting date/s.

The next meeting will be on Monday, February 13<sup>th</sup> at 3:00, Room 110 of Spaulding High School. Subsequent meeting agendas will be as follows:

February: Flexible pathways

March: Transformation of the library into a media center and maker space (Christine Smith).  
Expected date: 2018-19 school year.

April: Summer reading program (upcoming is the third summer), Literacy Team and Joey Hawkins' work

May: Multi-disciplinary team; credit recovery; Phoenix program

June: Proficiency-based graduation requirements; community service; plans for 2017-18 school year.

The meeting was adjourned at 3:52.

Minutes respectfully submitted,



Rick McCraw  
Director of Curriculum, Instruction, & Assessment  
Barre Supervisory Union

Pending approval