

**1. Group Norms:** Be Honest, Start on time/End on time, One person speak at a time, Stay on task, Watch air time, Have an agenda, Roles: Facilitator, Time Keeper, Assume best intention, Active participation

## **2. Agenda**

### **3. Setting times for meetings**

Length of all meetings 1.5 hours

All meetings will now be in Room 107 of the high school

November 3<sup>rd</sup> 3:30-5:00

November 17<sup>th</sup> 5:30-7:00

December 1<sup>st</sup> 3:30-5:00

December 15<sup>th</sup> 5:30-7:00

### **4. Policies**

Gary reported out....He feels that we have done as much as we can on the policies. The policies are currently under review by the admin team and “off of our plates”.

Our role is an advisory role to admin, school board, policy and personnel committee, DCLT, etc.

Gary will email “late” drafts of policies to everyone.

### **5. Progress Reports**

Steve handed out current MS progress report sample with changes he believes need to be made. Detailed his reasons for the changes.

Steve has hard copy of final changes and will work with John Armentrout to have change made for 2<sup>nd</sup> trimester progress reports

Discussion of how numbers can imply averaging. How do parents know when standard is “over” vs continuing to be assessed in the trimester?

Need to change language -it should not read as final statement/assessment/score for progress reports- for example 3 meaning “working towards meeting standard” instead of 3 meaning: “is meeting standard”

On progress reports we want to use letters/phrases to report on standards instead of current numbers- we, as a committee, would like to see

“Progressing towards meeting the standard”

“Progressing towards exceeding the standard”

“Not progressing towards meeting the standard”

These comments cannot stand alone- must have an individualized comment to help share

information. Language, regarding 1,2,3,4 on current progress report will remain for report card.

#### **6. *Work ethic and behavior rubrics***

Gary handed out drafts of 2 rubrics to our committee. The rubrics will guide teachers and bring consistency to reporting system. The whole rubric will not be on report card but need to put a description on report card. The rubric was developed by the career prep. content team. Career prep is a learning result in the Maine State learning results.

Concern/Comment in the work ethics rubric....2 different “behaviors” are being assessed.

#### **7. *Questions/Discussion***

Need communication to parents- about progress reports – that they will change..who,when,where? Steve will draft a letter to go to parents and will send us a copy. Can this work ethic/behavior rubric be sent home as well with MS newsletter?

Need to address with parents – that doing everything well is meeting the standard. 3 is a commendable score. Exceeding is for higher level thinking,etc.

Question of assessments to trimester grades (how does a teacher’s gradebook of the 1,2,3,4s get converted to score on the report card?) - top priority for admin team-must be settled within next 6 weeks

Clarification of others (people who are not officially on the committee) who attend our meetings and their role...Are they free to speak? Comment freely? Send emails after meeting? Steve will run it by Don Siviski.

At some point we probably need to do a mission statement for our committee.

Questions regarding physical education reporting in MS- is fitness score based on fitnessgram? It is a fair way to put a grade on a report card? Discuss issue with DCLT and Gary will report out to us at next meeting.

#### **8. *Closing***

Group members each shared brief thoughts/statement regarding meeting today.

#### ***Agenda for next meeting***

Gary to report out information from DCLT meeting