

# REGIONAL SCHOOL UNIT NO. 13

## CURRICULUM COMMITTEE MEETING MINUTES

October 20, 2011

Committee Members Present : S. Carleton, C. Bachofner, L. Andrews, G. Emery, E. Schenk  
Other Board Members Present : G. Hamlin, D. Choquette  
Staff Members Present : N. Guyer, T. Forti, L. Schooley  
Others Present : none  
Location : Superintendent's Office – McLain Building

### I. Call to order:

*This meeting was called to order by Sally Carleton, Curriculum Committee Chair at 5:40 PM.*

### II. Oceanside High School – highlighted update and review items:

*Several areas of curriculum and program development activities for Oceanside High School were profiled in this presentation and discussion facilitated by principals Schooley and Forti, and Neal Guyer. Updates were provided on the following:*

- a. Accreditation activities via New England Association of Schools & Colleges (NEASC) are in full swing. The over-all process is being led by a steering committee of faculty leaders, guiding and overseeing the work of seven separate standards subcommittees. Each subcommittee is charged with authoring a self-study within a particular area (Ex; curriculum, assessment for student learning, school culture & leadership, etc.). Each subcommittee report must then be presented to and voted on by the full faculty in compiling a comprehensive self-study for Oceanside High School. Both principals emphasized that OHS is in a unique situation since a self-study process typically references past or existing practices within the school. Consequently, the NEASC process as applied to OHS will be a much more forward looking process. This will continue to present logistical and timeline challenges as this process evolves, and will simultaneously challenge NEASC to provide accommodations in supporting the OHS study process. Principals shared copies of the Endicott Survey that is in the process of being given to students, faculty, and parents, and noted that a work plan is being developed to guide the overall NEASC work process – similar to the work plan format that was utilized for 8-12 Transition Advisory Group.*
- b. Committee members were provided with an overview of the College Work Readiness Assessment (CWRA) that is a component of the Oceanside High School Program Evaluation Plan. This is a unique, on-line assessment tool that students will take during their 9<sup>th</sup> and 12<sup>th</sup> grade years to assess attainment of 21<sup>st</sup> century learning skills and monitor progress/value-added measures within these skills throughout their high school career. Committee members received a scoring rubric detailing the skills areas profiled within this assessment. In addition to providing results and instructional implications for Oceanside students, the school will also receive norm comparisons from other schools nationally who also participate in this assessment. Committee members were encouraged to view an on-line CWRA practice session at: <http://starttest.com/7.0.0.1/programs/clacross/Practice%20Test%20Page.htm>*
- c. Samples of OHS syllabi were distributed and discussed. This new syllabus template was created over the summer months with extensive vetting and final approval by the OHS Leadership Team. The syllabus design supports clear articulation of learning standards/learning targets for each course, matches assessment strategies and methods directly to standards, and addresses 'habits of work' as vitally important, yet distinct from the assessment of learning standards. This new syllabus template is also intended to unify processes and the common use of language between the two OHS campuses. Syllabi are also being posted under the 'academics' banner on each campus's web site. Principals explained that the next step within this unified syllabus effort will be to create a rubric that will be utilized to identify and critique elements for maintaining high standards within continuing syllabus development efforts.*

- d. Finally, principals Forti and Schooley profiled professional development efforts that will be on-going in literacy throughout the 2011-2012 school year. Both campuses recently joined efforts on October 7<sup>th</sup> to score student writing resulting from the recent administration of the district-wide writing assessment, and mini-workshops were also held to focus on various strategies to improve student writing in all content areas. Improvement themes will continue to be emphasized within the context of day-to-day work, with time also routinely devoted to sharing literacy strategy implementation outcomes at faculty meetings and other teacher work sessions. Over the summer a unified 8-12 student writing guide was also formulated and is now posted on each campus's website for faculty, student, and parent reference. Faculty members have mutually agreed to utilize this writing guide as a primary resource to focus student writing in all content areas. The guide additionally contains rubrics for student reference and to assist faculty members in grading various genres of writing – with a particular emphasis on open response writing. Both principals noted that the program of studies for OHS is dedicated to raising standards for all students, and that as that bar is raised, the availability of interventions and supports for student learning will continue to become increasingly important. Within this context, the current commitment to literacy intervention teachers currently in place at both OHS E & W is critical, both in supporting student learning and in providing faculty members with consistent, embedded professional development.

### III. Discussion of Curriculum Committee goals to date for 2011-2012.

*Due to a full School Board meeting scheduled for 7:00 PM this same evening, time did not permit extensive committee discussion within this agenda item.*

### IV. Other/Adjourn:

*The Curriculum Committee confirmed its next meeting will occur on November 17, 2011. On November 17<sup>th</sup> the committee will:*

- *Review the current status of the K-7 World Language Program and planning elements proposed for programming in 2012-2013.*
- *Receive and discuss a detailed report on the adequate yearly progress (AYP) status for RSU 13 schools.*
- *Review administrative procedures being implemented to further study 'parity of learning opportunities' across schools in RSU 13.*

*This meeting was adjourned by Sally Carleton at 6:50 PM.*