



Wednesday, February 3, 2009 at U-32 at 5:00 pm

School Board Members Present: Emily Goyette, Adrienne Magida, Ginny Burley

Administrators Present: Stephanie Taylor, HS Assistant Principal; Carol Freeman, Director of Curriculum; Keith Gerritt, Principal (arrived at 5:30)

Policy Discussion:

G5 – Selection of Instructional Materials – policy is ready to go to the board, the procedures and legal references need to be added. Stephanie will give it to Lesley to get ready for the Board.

G11 – Internet Policy – Stephanie will check with Lesley to make sure the procedures are on the website.

Keith Gerritt briefed the committee on a grant possibility to join the Vermont Virtual Learning Cooperative. U-32 has the opportunity to partner with area secondary schools to apply to join this cooperative, which would provide teacher training for on-line courses. He briefed the full Board on the same program.

March Agenda – Library Selection Policy G4

Wednesday, January 20, 2009 at U-32 at 5:00 pm

School Board Members Present: Emily Goyette, Adrienne Magida, Ginny Burley

Administrators Present: Stephanie Taylor, HS Assistant Principal; Carol Freeman, Director of Curriculum

The Latin system has been discussed with the teachers and department heads but students will have a chance to add input in the next month or so.

Implementation of A+ could go into effect for all students next year but a decision has not yet been made. Will upperclass students' grade point averages be recalculated based on the new value of A+?

Stephanie provided an overview of the January 19 in-service teachers had. High school teachers spent time creating syllabi for all courses offered in the high school. A template was provided and teacher needed to include enduring understandings and essential questions. These are to be reviewed by department heads before they are submitted to Stephanie.

February Agenda – work on curriculum policies – G1, G4, and G5

Wednesday, November 4, 2009 at U-32 at 5:00 pm

School Board Members Present: Emily Goyette, Adrienne Magida, Ginny Burley

Administrators Present: Stephanie Taylor, HS Assistant Principal, Carol Freeman, WCSU Director of Curriculum

Guests Present: Lori Martin

Feedback about A+ = 4.33, weighted grades and Pass/Fail will be presented at the December meeting. Lisa LaPlante will also present information gathered from guidance counselors and some colleges in December.

Policy discussion – Curriculum Committee needs to work on procedures for G5 – Instructional Materials Policy and G1 – Curriculum Policy. Policy Committee has G11 – Use of Electronic Resources and the Internet Policy in form ready to bring to the full Board soon. Policy Committee will look for G4 – Library Materials Selection Policy.

Stephanie Taylor presented three new course proposals for 2010-2011:

PEIII – Proposed by Sharon Newcomb – a course to move the wellness initiative forward. This course will address physical wellness beyond 12th grade. The course builds upon and expands PEII and there are no budget implications. The Curriculum Committee agreed this was a course that should be added to the curriculum.

Digital Photography and Imaging – Proposed by the photography teacher – a course to teach digital photography with the needed technology for a digital lab. This course has substantial budget implications in terms of equipment and space. The Curriculum Committee declined to include this course in the curriculum but encouraged the teacher to apply for a grant to get a few workstations and incorporate digital photography as part of the existing photography course.

Cultural Literacy and Branching Out – proposed by Carolyn Shapiro and the foreign language department – this course would focus on the understanding of cultural studies by using service learning and the community as a workplace. There are budget implications because no present full time teacher showed interest in teaching the course so a teacher's time would have to be expanded. The Curriculum Committee did not accept this course because the proposal was not detailed enough to warrant full class credit.



Wednesday, October 7, 2009 at U-32 at 5:00 pm

School Board Members Present: Emily Goyette, Adrienne Magida and Ginny Burley

Administrators Present: Stephanie Taylor, HS Assistant Principal, Carol Freeman, WCSU Curriculum Director, Lisa LaPlante, Guidance Director

Discussion of A+: Will it be worth more points than an A? The faculty decided not to give it more weight. The Board would like more discussion about it and more consistency. The Board feels that if students can receive an A+ it should be worth 4.33 because B+ is 3.33. If A+ is not going to be 4.33, then A+ should not be an option for a grade.

Discussion of weighted class rank: The process that will be followed is:

- Administrative Team discussion

- Department Head discussion

- Faculty discussions – they would receive pros, cons, and research from Admin Team but would not be given any preference or biased information.

- Department Heads receive recommendation from faculty, discuss it and pass on information to the Administrative Team
- Curriculum Committee will look at that the recommendation from the Administrative Team

Discussion about programs for “at-risk” students and how to meet the needs of the lower 30%: What kinds of programs are suited to meet the needs of the disengaged high school students?

Discussion about Pass/Fail Option: There was some concern among faculty that a pass/fail option might bring down the academic level of the class because those students would not be fully invested in the class. Lisa LaPlante will do some research to see how colleges view pass/fail on a student’s transcript.

Committee decided to award .75 credits to the Community Based Learning for students who do an extra 25 hours of work beyond the 15 hours included in the present class.

Committee had a question about where the Materials Selection policy and other curriculum policies were. The Policy Committee is working on them.

Wednesday, September 2, 2009 at U-32 at 5:00 pm

School Board Members Present: Emily Goyette, Adrienne Magida, Ginny Burley

Administrators Present: Stephanie Taylor, HS Assistant Principal

The committee looked at some model curriculum policies from across the state.

Stephanie Taylor described the curriculum work going on at U-32 this year including having all teachers create a syllabus for each course they teach which will include enduring understandings, GE’s, assessments to be completed by October. Next steps once the syllabi are completed are to have teachers create common assessments across courses and cores and then begin to look at student work. Stephanie is hoping to create a habit of reflection and revision of teaching materials.

Wednesday, May 6, 2009 at U-32 at 5:00 pm

School Board Members Present: Ginny Burley, Emily Goyette and Adrienne Magida

Administrators Present: Stephanie Taylor, HS Assistant Principal; Carol Freeman, WCSU Director of Curriculum

The Curriculum Committee reviewed policies and sent them onto the Policy Committee for their approval. Policies included G5 – *Selection of Instructional Materials*, G6-R – *Procedures for Handling Complaints about Instructional Materials*

Proposed June Agenda

- Review of Policy G11 – *Acceptable Use of Electronic Resources and the Internet*

Wednesday, March 4, 2009 at U-32 at 5:00 pm

School Board Members Present: Ginny Burley, Emily Goyette and Adrienne Magida

Administrators Present: Stephanie Taylor, HS Assistant Principal

Pass/Fail courses – We discussed which courses should be pass/fail. Driver’s Ed teachers support pass/fail for their courses, Performing Arts courses want grades. Curriculum Committee never intended for them to be pass/fail, just after-school drama. There is a question of whether to let students elect to take one course/semester pass/fail. Could Branching Out have the option of grades if students wanted them or should it remain pass/fail? Stephanie Taylor will discuss these issues at the department head meeting.



CURRICULUM COMMITTEE MINUTES

PAGE 3

Honor Roll Policy – The committee decided to make an A+ a 4.33 when computing grade point average. This will now go to the Policy Committee. It was also suggested to remove the third paragraph of the policy that deals with a special honor roll, which has never been used.

Program Review Process – One complete cycle of the program review has been completed after it got started five years ago. It was started to be a reflective self-assessment for departments and to help the Board know what was going on in each department. Stephanie Taylor will look at the Program Review document with Janey Malloy and Maggie Eaton and revise it to fit with assessment mapping going on now.

Proposed April Agenda

Policy G4, G5, G6, and G6R (Instructional Materials, Selection and Complaints) Stephanie Taylor will invite Dan Greene to the meeting to discuss these policies

Submitted by *Adrienne Magida*

Wednesday, February 4, 2009 at U-32 at 5:00 pm

School Board Members Present: Emily Goyette and Adrienne Magida

Administrators Present: Stephanie Taylor, HS Assistant Principal; Carol Freeman, WCSU Director of Curriculum, Instruction & Assessment

Brief discussion about the Program Review Process the Board put in place several years ago. We need Ginny to give us the history to help us figure out where to go and whether the process still fits under the umbrella of the Curriculum Committee in light of the new Roles and Responsibilities book.

The Curriculum Committee is officially recommending that Driver's Ed be a pass/fail course. Stephanie Taylor will check with Keith to see what the next steps are to make this official and to determine criteria for passing and failing.

Stephanie informed the committee about the work being done to align the curriculum and assessment between the middle school and the high school. Stephanie is looking for consistency between classes and courses so students taking the same class receive similar information and experiences regardless of who the teacher is. Stephanie noted that teachers are struggling to find time to meet and make these changes but they are making progress.

Proposed March Agenda

1. Honor Roll policy
2. Policy G4, G5, G6, and G6R (Instructional Materials, Selection and Complaints)
3. Program Review Process

Submitted by *Adrienne Magida*

Tuesday, January 13, 2009 at U-32 at 5:00 pm

School Board Members Present: Ginny Burley, Emily Goyette and Adrienne Magida

Administrators Present: Stephanie Taylor, HS Assistant Principal; Carol Freeman, WCSU Director of Curriculum, Instruction & Assessment and Nancy Thomas, WCSU Special Services Director/Assistant Superintendent

There was a question as to whether U-32 has a policy or procedure that states students can only receive 1 credit outside of U-32 which would apply to graduation. The committee found no policy or procedure stating how many credits students could earn; but students do need pre-approval for independent study and Branching Out in order to receive credit for these programs.

The committee looked at a number of policies and discussed what the next steps should be.

Suggestions:

- Rescind G5 – Instructional Materials and replace it with the VSBA model policy G4, G5, G6 and 6R, which are the library selections, curriculum materials and how to handle complaints policies.
- Add the Internet Use Agreement, which is presently found in G4, to G11. The committee suggested that Dan Greene be involved in the discussion.
- Rescind F22 – Achievement Testing since it is no longer applicable or accurate.
- Adjust F25 – Attendance Policy to reflect semesters instead of trimesters

Nancy Thomas will take these suggestions to the Policy Committee for their input.

Suggestions for February agenda:

1. Middle/High School curriculum alignment
2. Further discussion and hopeful decision on pass/fail for Driver Education



Submitted by *Adrienne Magida*

Wednesday, December 3, 2008 at U-32 at 5:00 pm

School Board Members Present: Emily Goyette, Ginny Burley, Adrienne Magida

Administrators Present: Stephanie Taylor, HS Assistant Principal; Carol Freeman, WCSU Director of Curriculum, Instruction & Assessment

The committee looked through the policy handbook and noted policies that are related to curriculum and decided whether or not the Policy Committee needed to review at each one.

Policies we looked at included:

- G5 Textbook Selection,
- G9 Grade Advancement.
- G9a, b, c – all related to graduation and honor roll,
- G11 Internet Use,
- G4 Materials Selection,
- F22 Achievement Testing,
- F25 Attendance

Policies we felt needed further work included:

- G5 Textbook Selection adopted in 1977 - looks like a procedure and the model policy is now called Instructional Materials
- G9c Honor Roll Policy – needs updating to match semesters and also has a statement about parental discretion when listing students on the honor roll.
- G11 Internet Use – the Internet use agreement for students and teachers is in Policy G4 Materials Selection. Is it more appropriate for the agreement to be in the Internet policy instead?
- F22 Achievement Testing – is out of date and should either be eliminated or replaced within an assessment policy that matches the current state of assessments at U-32. This is not a required policy.
- F25 Attendance Policy – this is a mandatory policy but the current policy refers to trimesters and not semesters. Much of the current policy could be listed under procedures instead of policy.

Stephanie Taylor has agreed to talk with Nancy Thomas about model policies and to see whether WCSU is discussing any of the above policies in the near future.

Agenda for February:

1. Look at above policies
2. Get the model policies for each for comparison's sake
3. Look at information collected at Department Head meeting in June '08 about pass/fail

Submitted by *Adrienne Magida*

Wednesday, November 5, 2008 at U-32 at 5:00 pm

School Board Members Present: Emily Goyette, Ginny Burley, Adrienne Magida

Administrators Present: Stephanie Taylor, HS Assistant Principal; Lisa LaPlante, Guidance Director; Carol Freeman, WCSU Director of Curriculum, Instruction & Assessment

- Stephanie Taylor presented the new course proposal for Social Studies that redesigns the present program so all students in 9th and 10th grade will have a common experience. These courses require no new staffing.
- There was a discussion about tracking, and heterogeneous and homogeneous grouping with no conclusions drawn and agreement made that the topic needs more discussion.
- Stephanie Taylor presented a new Special Education course which addresses learning about learning styles directed at special education students who are seniors. This course requires no new staffing.
- There was discussion of the concept of an “alternative program” to fill the gap after students complete the 9th Grade Academy before the Alternative Program in 12th grade.
- In the future the committee would like to look at the 7th and 8th grade program to see how it leads into the high school program. Carol Freeman will give us background about the 5th and 6th grade program to see what kind of alignment there is between elementary schools and with the Middle School program.

Submitted by *Adrienne Magida*



Wednesday, October 1, 2008 at U-32 at 5:00 pm

School Board Members Present: Emily Goyette, Ginny Burley, Adrienne Magida

Administrators Present: Stephanie Taylor, HS Assistant Principal; Carol Freeman, WCSU Director of Curriculum, Instruction & Assessment

- We discussed the NECAP Science scores and why they were so low. Discussion focused on what the school can do to improve them and how the staff will address this issue.
- We discussed the roles and responsibilities of the Curriculum Committee based on the Roles and Responsibilities document created by the Executive Committee.
- We began to look at the curriculum policies to see which ones are outdated. We will continue to look at them.
- November Agenda: Discussion of strategic staffing goals and beginning discussion of staffing for '09-'10

Submitted by *Adrienne Magida*

Wednesday, September 3, 2008 at U-32 at 5:00 pm

School Board Members Present: Emily Goyette, Ginny Burley, Adrienne Magida

Administrators Present: Stephanie Taylor, HS Assistant Principal; Carole Freeman, WCSU Director of Curriculum, Instruction & Assessment

- We discussed what the Curriculum Committee has historically done, what we have looked at in the past year and where we want to head in this school year.
- We also discussed the use of the Data Warehouse at U-32, how people use it and whether VCAT would be more useful. Stephanie Taylor will provide some more information about VCAT.

Next month:

- We will look at the new Roles and Responsibilities Handbook developed by WCSU to determine the scope of the Curriculum Committee's responsibilities and then look at the policies related to curriculum to see if they are still necessary in light of the Roles and Responsibilities handbook.

Submitted by *Adrienne Magida*

Wednesday, May 21, 2008 at U-32 at 5:00 pm

Committee Members Present: Adrienne Magida, Emily Goyette, Ginny Burley

Administrators Present: Tom McKone, HS Assistant Principal; Lisa LaPlante, Director of Guidance and Counseling; Carole Freeman, WCSU Director of Curriculum, Instruction & Assessment

- Lisa LaPlante passed out grade distributions by department and we looked at those to find trends in how grades are given and which classes have the highest and lowest grades.
- The Curriculum Committee proposed that all co-curricular activities should be graded pass/fail. This includes drama, yearbook, Branching Out, aide positions, and Driver's Education in addition to all sports. Lisa will present this to the department heads and Student Council for their input.
- The Curriculum Committee also recommended that the Add/Drop time be changed. The drop time should be shortened and the add time should be longer than the drop time, so if students drop courses which have waiting lists, other students can be added to those courses. Lisa will present this to the department heads and Student Council for their input.
- We had more discussion about class ranking and whether it could be gotten rid of without negative ramifications.
- We had discussion on the possibility of allowing students to take one course pass/fail each semester.

Submitted by *Adrienne Magida*

Wednesday, April 2, 2008 at U-32 at 5:00 pm

Adrienne Magida, Emily Goyette, Ginny Burley, Keith Gerritt, Tom McKone, and Lisa LaPlante

- Lisa LaPlante presented the staffing proposal for 2008-2009, which matched the budget proposal for staffing. She also presented the course selections/sizes for 2008-2009.
- In addition, Lisa presented two new course proposals: a Career Development course taught by the guidance department and a BEAM course (Body Exercise, Agility, and Music) taught by the Physical Education department.



CURRICULUM COMMITTEE MINUTES

PAGE 6

- The curriculum committee recommended the staffing recommendations for 2008-2009 and the two new course proposals be brought to the full Board at their April 2 meeting.

Submitted by *Adrienne Magida*

Wednesday, May 2, 2007

Susan Chickering, Ginny Burley, Adrienne Magida, Tom McKone, Carole Freeman

- Looked at honor roll policy. Discussed changing A+ to 4.33 to equalize other grade equivalencies.
- May need a new policy on grades to subsume the honor roll policy, which is the only policy that addresses grades. Current policy does not include a numerical range for each letter grade, thus is confusing.
- Discussed weighting courses.
- Discussed the use of pass/fail.
- Various policies have language around quarter and semester, and should be updated to say “academic term.”
- Will survey other schools to see if they have a higher numerical equivalent for A+ and to see how they use pass/fail.
- Question about why honor roll is not published in area papers in a timely manner.

Submitted by *Ginny Burley*

Wednesday, April 4, 2007

Ginny Burley, Adrienne Magida, Tom McKone, Keith Gerritt, Carole Freeman

- Continued review of enrollment data and staffing recommendations. Declining enrollment argues against adding FTE’s beyond budget. Goal: to not cut any programs or eliminate any teacher’s position. With teachers on leave returning, some added temporary staff will be cut back. To get back to budgeted level, some added FTE’s will be cut.
 - Recommendation that the Board approve the staffing at 80.4 according to the plan presented.

Submitted by *Ginny Burley*

Wednesday, March 28, 2007

Ginny Burley, Sue Chickering, Adrienne Magida, Tom McKone, Keith Gerritt, Carole Freeman

- Reviewed preliminary enrollment data
- Discussed possible staffing implications
- Requested two scenarios: with and without 1.4 FTE beyond budget restored.
- No action taken.

Submitted by *Ginny Burley*