

ENSURING ACADEMIC EXCELLENCE COMMITTEE

MEETING AGENDA- Monday January 27, 2014

6:30-8:00 PM, S112

Mission Statement of Committee:

Our committee is a community of parents, teachers, administrators, and other stakeholders whose purpose is to advise the BOE on issues of academic excellence and serve as an advisory group to the TH BOE and School administrators on the issues of academic excellence.

Attendance:

- Explain/Assign roles and responsibilities (recorder- timekeeper- facilitator- , these roles will change each meeting, review previous minutes (5 min.)
- Review group norms and protocols- (5 min.)
 - Norms that are essential to accomplishing our goal...
 - Show respect for all thoughts with kindness
 - Remain open minded
 - One person speaks at a time
 - Use the facilitator to monitor conversation flow
 - Protocols- the way information will be shared, how decisions are made...
 - Welcoming- attendance, continue open meeting notification, encourage new membership, take 5-10 minutes at the beginning of the meeting to review past discussions, post meeting minutes on website
 - Commenting- use written and verbal communication as appropriate to collect information, use round table format first to make sure everyone is heard, raise hands for follow-up discussion, use facilitator to monitor conversation flow, facilitator will change each time
 - Consensus- we work for the good of the order, informative efforts rather than opinionated, make series of recommendations, using pros/cons, at times may need to compromise using the majority vote system- last level
 - Parking lot- use sticky notes to come back to later, these issues will be put on future agendas for discussion, facilitator will assist in monitoring
 - Conflict resolution- pros/cons with no decision
 - Conflict of interest- everyone is welcome to attend and any member should recuse themselves or abstain from voting should a conflict of interest arise, trust individuals to make the right choice (added from last meeting)
 - Norms reminder- facilitator will gently remind

- Updates to committee from sub-committees
 - Weighted Grades (40 min)- we will want to spend a majority of our evening on this discussion due to the need to present on February 4th at Policy Committee, if we want to implement a new procedure for September, our course catalog should indicate this procedure and we hope to have this sent for printing no later than mid-February, as students start to sign up for classes, Sandra will be bringing counselor input to this discussion
 - Grading and Homework Policies (20 min)- this sub-committee will report out findings to date and discuss next action items which will include gathering teacher input and considering contractual implications
 - Web page usage (5 min)- update on recent training
 - Self-esteem- tabled to future meeting
- Marie will update us on the college prep process 9-12 (10 min)
- Wrap up and sent next meeting date and agenda (5 min)