

APPROVED



## City on a Hill Charter Public School

### Minutes

#### December 2021 Academic Excellence Committee Meeting

---

##### **Date and Time**

Monday December 6, 2021 at 5:00 PM

---

This meeting took place remotely pursuant to An Act Extending certain COVID-19 Measures Adopted During the State of Emergency signed into law by Governor Baker on June 16, 2021.

---

##### **Committee Members Present**

Edelyn Contreras (remote), Robyn Shahid (remote), Sarah Griffin (remote)

##### **Committee Members Absent**

*None*

##### **Guests Present**

Laura Edouard (remote), Maddie Collins (remote)

---

#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

Sarah Griffin called a meeting of the Academic Excellence Committee of City on a Hill Charter Public School to order on Monday Dec 6, 2021 at 5:07 PM.

##### **C.**

### **Approve November 2021 Minutes**

Sarah Griffin made a motion to approve the minutes from November 2021 Academic Excellence Committee Meeting on 11-02-21.

Robyn Shahid seconded the motion.

The committee **VOTED** to approve the motion.

#### **Roll Call**

Sarah Griffin      Aye

Edelyn Contreras   Aye

Robyn Shahid      Aye

## **II. Quarter One Data Deep Dive**

### **A. Quarter One Data Deep Dive**

Laura Edouard, City on a Hill Principal, opened discussion with sharing progress towards target academic areas that the Academic Excellence Committee discussed at the October 2021 meeting. Edouard shared that this progress included small and slow academic growth in Biology classes due to a multi-faceted approach, Spanish classes doubling the number of students passing from Progress Reports to Quarter 1, and AP Calculus and Statistics classes doubling the number of students passing as well.

Edouard then shared the trends in Quarter 1 COAH data, which included, but was not limited to, all grade levels and population subsets increasing their passing rate from progress reports to Quarter one, twelfth grade achieving the most academic growth, and three teachers classroom grades declining from progress reports to Quarter 1 report cards.

Edouard shared charts of grade level data with the Committee that separated progress reports to Quarter 1 report cards separated by class. The Committee asked more specifically which classes showed the most growth from Progress Report data to Quarter 1 report cards. Edouard shared highlighted the courses of Spanish, Senior Seminar, ELD courses, as well as dual level courses as classes who had significant growth.

Edouard then shared the action steps that the Leadership Team at COAH have begun to take after analyzing Quarter 1 data. Edouard shared that the team has met with the science department to go over baseline MAP data to inform teaching practice, as well as transitioned Biology courses to using a platform called GradeCam that allows the instructors to track and implement MCAS standards.

Edouard shared action steps in Spanish courses, including, but not limited to, testing advanced students to move them to Spanish 2, consolidating a section of Spanish 1 to allow for better coverage, as well as hiring a new tutor in the absence of a Spanish 1 teacher role, which has yet to be filled due to hiring challenges. Following winter break,

this tutor will be the consistent teacher in the Spanish 1 section and monitor the students usage of the online Spanish course through APEX.

The Committee asked management if, for stability sake, the tutor had committed for the remainder of SY22. Edouard shared that the tutor is a former COAH student and their contract is through the rest of SY22.

Edouard shared that another action step the Leadership Team is taking is forming a new teacher professional development group, with sessions that include how to plan fast paced and accessible classes, relationship building, and de-escalation training.

The Committee asked Edouard how the topics for these sessions were created. Edouard shared that the PD sessions have been either staff requested or suggested by Leadership. Edouard shared that staff have been surveyed based on what they are looking for in their instruction practice to inform the sessions that will take place at the the next full day staff PD day in January 2022.

Edouard shared that students will take the second NWEA MAP test, a nationally normed growth exam, in February 2022 and teachers have completed training on how to analyze that data to create targeted plans to increase students growth.

The Committee asked what the Leadership Team is currently doing to plan ahead for next year's staff retention and hiring. Edouard shared that the COAH Leadership Team shared that the Fellowship program is launching again in January 2022 by COAH's Director of Teacher Development and Compliance. Edouard shared that this is a multi-faceted approach to retention by encouraging experienced COAH teachers to stay at the school and be mentor teachers while having Masters of Education students at Boston University start as fellows at COAH.

The Committee asked when the last time the fellowship program occurred at COAH. Edouard shared that the program was last up and running two years ago at City on a Hill. The discussion concluded with Edouard sharing that the program relaunch will also allow for ESL and Special Education teachers to take part in the program.

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:40 PM.

Respectfully Submitted,  
Sarah Griffin