

APPROVED



## MCCPS Board of Trustees

### Minutes

#### Academic Excellence Committee Meeting

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

Friday December 3, 2021 at 2:45 PM

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If you need to meet via Zoom: <https://marbleheadcharter.zoom.us/j/85414341015>

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

Ellen Lodgen, Jessica Xiarhos, Kimberly Sullivan, Matt Cronin, Meg Upton

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

Molly Wright

##### **Guests Present**

Gianni Lara, Meghan Hale, Peter Cohen

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

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

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

Jessica Xiarhos called a meeting of the Academic Excellence Committee Committee of MCCPS Board of Trustees to order on Friday Dec 3, 2021 at 2:49 PM.

##### **C. Approve Minutes from 10/22/21**

Matt Cronin made a motion to approve the minutes from Academic Excellence Committee Meeting on 10-22-21.

Ellen Lodgen seconded the motion.

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

## **II. Academic Excellence Committee**

### **A. Department Updates Re:Criteria**

Disruptions in the meetings - 1/2 days, break,

Humanities - focus now on LA. Translating unit plans from Term 1 projects onto a chart. ELA criteria very vague. After this year, rework the ELA, specifically the types of writing.

How are we holding teachers accountable - documenting unit plans with aligned criteria? Identifying Key Criteria.

Beginning with Narrative writing, moving to informational, argumentative in Term 3. By being aligned in writing types, department is able to see vertical alignment and have similar conversations about criteria and the level of specificity.

Starting from scratch every year. Existence of curriculum map. Access to mentors.

Parent facing - blended document of standards and criteria. Students being able to share their understanding.

End of the year - paragraph from each teacher - "Program of Study" for each course

Weekly updates to department head. Online shared doc? Standardized reporting.  
- Observations?

Documenting PBL.

Connection with TeachForce, units at the department level, then meeting in heterogeneous groups.

Curriculum Map 2.0 -

Thinking of public school websites....

- 1 version of curriculum that is parent facing, vague

-1 version for teachers, filler with jargon.

### **B. MCAS Board Discussion Debrief**

MCAS Data presentation by Matt Cronin

- MCAS working group

**C. Academic Excellence Committee "Road Map"**

**III. Closing Items**

**A. Action Items**

- Megan to share "Unit" template
- Megan and Ellen to workshop template to apply
- Next Wednesday 2:30 - 4:30 working on "Trimester Plan"
- Jessica to email faculty re:interest in joining MCAS working group
- Peter to selectively email parents for working group

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:06 PM.

Respectfully Submitted,  
Jessica Xiarhos

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**Documents used during the meeting**

*None*