

## Academic Agenda

January 7, 2019

Lisa, Cheri, Joell, John, Emily, Tom, Valerie Meyer, Troy Nightingale, Kassie, Teresa, Maggie, Molly, Hannah, Noah, Noelle

### 1. New Student Academic Handbook - Joell

This will be sent every newly enrolled family. It will be part of the registration process which will require the parent and student signature. It will spell out what the student MUST take. It will be by grade level (for example, 6th grade will have their own information, 7th, etc.). This will be a little more in-depth after 9th grade to ensure we are communicating the requirements to the new 9-12th grade students. My goal is to have this completed by March and to include all departments and administrators to help with the handbook.

Sample Academic Agreement needs teacher input.

Emily and Joell will be working on a Course Handbook, Academic Agreement, and a Grading Handbook for the next month or so.

A few years ago we put our student and parent expectations on the website, Joell would like them on the agreement. Joell will send them out and provide teachers with a deadline.

### 2. SS Graduation Proficiency Update - Lisa

The BOD adopted our recommendation.

Update

### 3. Current HS Transfers' Transcripts - Lisa

What do we need to do to make sure that all current transfer students have the correct classes on their transcripts?

In the past two years, two students have graduated who have not met our grad standards. Joell recommends we have a task force to create a check-list for newly admitted students.

### 4. Activities Record - Lisa/Noelle

We have not met since last month

No current information.

### 5. Coursebook Taskforce - Emily what do you need from us and when?

An email will be sent out to teachers to look for participants in revamping the course guide. This will work closely with the Academic Handbook to determine which information should be included where. The purpose of these two resources is to create a more concise location for families to access information about MSA courses, course progression and grading procedures. She will email teachers to see who is interested in joining in the task force.

### 6. Updated Graduation Requirements Form-Emily

Emily noticed we have a discrepancy between our grad requirements and the state requirements. Because of our charter we needed to list courses rather than credits for graduation requirements. It should be two-fold, course and credit requirements. It needs to be stated somewhere in an effort to prevent confusion and lack of state requirements. These courses need to be passed for them to count toward graduation.

According to the state our students are not on track to graduate. She would like more clarification for the requirements.

She also marked courses with an asterisk which if taken as a middle schooler will count for high school credit. The courses need to be renamed correctly by adding High School.

We need to make sure ALL documents reflect the new information.

7. WBWF/PD-Tom

Sent off to MDE on time. The PD task force is meeting for the first time next week to look at short term and long term plans for PD. How does it tie in with Fastbridge and discipline data.

8. The Calendar says that the WBWF has a public meeting in February - Tom do you need anything from us?

There will be a meeting in February.

9 The Calendar says that the office needs a list of classes offered by each department by the middle of the month (including AP and electives) - Joell do you need anything else for this?  
NO

This is set.

10. The calendar says that PSAT results can go to the departments during this month - Lisa Emily wants to know what departments want. She can pull picky data. She will send out something and if departments have questions, they can request more specific data.

11. AP registration forms and Elective Survey form (results) - Joell

Joell will send out an electronic forms separately by grade for registration based on what's available by grade. It will also ask about PSEO interest and what other courses they are planning to take next year.

Due date mid-late Jan and given to the teachers for approval. Students will receive notification if they are not approved.

The elective survey had a lot of students respond to it and Joell is using the information to determine the schedule for next year.

The next meeting will be on February 4th, 8:00 A.M.