

Academics Committee Agenda
February 1, 2021
8:00 A.M. -9:00 A.M.

Zoom link:

Members: Michelle Kurkoski, Maggie Burggraaff, Tom Johnston, ~~Joell Pundsack~~, Emily Graveen, Cheri Howe, Jeana Albers, Hannah Kostichka, Noah Langseth, Teresa Ward, Kirstin Knutson, Tara Richert, ~~Noelle Haland~~, Kassie Larson, Wendell Sletten, John Gawarecki, Jennifer Heydt-Nelson, Angie Haverland, Jennifer Bartle, ~~Paula Akakpo~~, David Pushparaj John, ~~Jill Findlay~~, ~~Courtney Gregar~~, Shannon Froberg, Mariah Smith

1. WBWF Updates (Tom) 3 minutes
 - a. WBWF presentation and input from public

Scheduled for 2/11 at 6:00 P.M. There will live streaming and in-person options. The first notice has already been sent out to the community. More notices will follow. The presentation will also be added to the website.

2. Supplemental Online Learning Update (Emily) - are there updates this month?

N/A

3. Tutoring program update - are there updates this month?

The next set of permission slips have been sent out to families. Emails will go out to students today. They will need to sign up by Friday. These sessions will begin next Monday.

There are no exact numbers ready to determine if there is an increase in use of this service, but they believe there is an increase. It would be nice to have this information moving forward.

4. Enrollment update (Joell) 3 minutes

3 Withdrawals

6th - academics, 9th - moving, 11th - no reason given

5. Scheduling and Registration update (Joell) 5 minutes

Schedule of courses offered for next year is complete. The 12th graders are finished registering. The 11th graders will be finished by Wednesday. The 6th-10th graders will finish in February.

6. Curriculum Review Cycle discussion
 - a. Department feedback
 - b. Discussion and recommendation

- Art/Music - is fine with pushing it out a year or two, and thinks it may be beneficial due to cuts in 833 elementary music curriculum.
- Science - doesn't want to push it out too much because of licensing and curriculum needs. MS has one contract/timeline and are renegotiating their contracts. Chem, Bio, and Physics are all on different schedules. Bio and Chem are trying to get on the same track. Physics isn't in need of new books, and MS will make a decision this year. Science will keep the committee updated. An attempt to get science all on the same schedule will be made.
- Spanish - cannot afford to push it back and are willing to trade with other departments to be in a different position in the schedule. Their books are being discontinued and the online supplements are being discontinued. They only need classroom sets of books to be used as a guide, because there are online platforms and supports that are more useful.
- ELA and PE/Health - are flexible with scheduling and switching positions in the line up.
- Math - would prefer not to delay the time line, but can if needed. AP classes need updating, and there are questions/concerns about that.
 - Wondering how this schedule will work with standard changes? It is understood about the process, but are wondering what happens if changes are required?
- Social Studies - wants to push it back because their new standards will be published in May. They are open to swapping. They do agree that if there is a new class, then they need to be able to order outside of the cycle.

Supplementing may need to happen until it is a department's turn again. There are limitations budget wise.

Cheri shared slides with timelines and information. They are shared with Michelle to add to notes.

Tom is going to reach out to Dept. Heads to put together all of this information for the committee's March meeting.

7. Modified TF update

These meeting notes are included in the email.

At this meeting they discussed what isn't working with the Modified Transcripts, the differing views, the issues, and the inconsistencies that are apparent. Right now the task force is doing the tedious work of fine tuning how the Modified Transcript process should look moving forward. They discussed when P/F would be more appropriate for some students in some situations.

As of now, they haven't heard back from most of the members about availability for scheduling a next meeting. A Doodle will be sent out today to set up the next meeting.

8. Review and discussion of surveys (?)

Surveys went out at the end of last week. As of this morning, 225 student responses and 99 parent responses have been received.

9. Math department testing and advancement procedures update

a. Add to grading and/or coursebook?

These procedures were shared over email with committee members. This is happening because there are some students who want to test out of a math class to get on track to graduate.

The plan is for the Progression Map to be posted to the website.

There are only a few courses the Math Department felt it would be okay to test out of, and students will only be allowed to test out of one math class. There are other requirements for this as well, and there is a chart that shows these requirements for what a student will need to do in order to test out and move on.

A form and time deadlines have also been established.

This year it will be Noah and Mariah running this process, and next year it will be Mariah.

10. Elective Approval Process discussion

There is a loose process right now.

Joell usually sends out registration information in January. So, it should be brought to the Academics Committee by October; then Joell will have a chance to get it into the following year's schedule.

The majority feels that bringing this to the committee by October for approval is a way to solidify the process.

- Would Joell like to have departments have some ideas of electives for the next year, so that there are classes to choose from?

There may not be a department that has ownership of an AP course, so it should fall under the department that proposes it. Budget wise it will fall under the proposing department as well. So, if a course is being proposed and there isn't a surplus in the budget, it may not be approved. If the course cannot be budgeted for, it should not be approved until the funds are available. Part of the course proposal information needs to contain the budgetary information for the course.

- What if it isn't noticed that another section of a course is needed until Aug/Sept or a course is cancelled because of low enrollment...can an emergency course be offered?

Admin should take care of this as needed.

- Will the budgetary guidelines be followed in this case?

In the past this has been dealt with on a case-by-case basis. Rotating these courses should be considered by the affected departments.

Michelle will draft a template for this. This should go in the grading handbook.

Next Meeting: Will be March 1st (?) at 8:00 A.M.

Jeana will take notes for the 3/1 meeting.

MARCH:

- Continue Developing Procedures for course approval and deadlines
- Fastbridge
- MCA Testing (March 6-May 6)
- AP Testing Updates
- EL Testing (by 4/25)

Academics Committee Yearly Calendar

Month	Description
August	<ul style="list-style-type: none">• Should the first Academics Committee meeting be in August (decide at June mtg)• Get BOD SAM Academic Goals, and after determining any additional goals, set a process for meeting those goals
September	<ul style="list-style-type: none">• 1st Fastbridge Inventory• MCA results will go to the departments so that each department can determine how to approach their Academic Goals (For the 18-19 school year, this means Goals 1,2 and 5) When and how should they report the changes they made?• Share last year's WBWF with SAM for the Annual Report• Review - John sends new legislation/standards to the corresponding departments annually
October	<ul style="list-style-type: none">• Annual report due October 1• Review of last year's WBWF report to the Academic Committee
November	<ul style="list-style-type: none">• Review of last year's WBWF report to BOD in November meeting• Departments should begin to plan for next year's electives and to detail a back-up plan in case of low enrollment in the elective classes

December	<ul style="list-style-type: none"> ● WBWF report due to John by Dec 1 and to MDE (mid-Dec) ● 12/18 Course lists and descriptions due to scheduling office ● 2nd Fastbridge Inventory
January	<ul style="list-style-type: none"> ● Office needs a list of classes offered by each department by the middle of the month (including AP and electives) ● 1/3/18 - AP class schedule available to students ● PSAT results can go to the departments ● Review Academic Agreements and Open House Expectations
February	<ul style="list-style-type: none"> ● Students sign up for their classes ● WBWF presentation and input from public
March	<ul style="list-style-type: none"> ● 3rd Fastbridge Inventory before Spring Break ● Report how AP signup process is proceeding
April	<ul style="list-style-type: none"> ● Educational Program Policy committee should review model policies #613-620 ● Professional Development Task force will have data to begin to plan for the following year
May	<ul style="list-style-type: none"> ● MCA snapshot results available ● Review PSAT(Dec) and ACT scores (if taken at MSA receive in May-June) ● Students can see their classes online
June	<ul style="list-style-type: none"> ● Academics and WBWF committee will make recommendations and present them to Board by looking at the MCA snapshots and determine Professional Development for the following school year ● Determine if we should have a meeting in August or September? ● Reflect on goal setting for next school year?
July	