

CHARTER SCHOOL OF INQUIRY

Academic Committee Meeting Minutes
 Meeting Date / Time: Friday, February 26th, 2021, 2:00 p.m.
 Minutes Recorded By: Peter Dow

Committee Chair: Peter Dow			
Committee Members	Name	Present	Excused
	Mary Jo Pfeiffer	x	
	Marie Giancarlo	x	
	David Hetherly	x	
	Marguerite Battaglia	x	
	John Sheffield	x	
	Nichelle Gray	x	
	Valerie Nolan Anne Henry Peter Dow	x x x	

MEETING AGENDA, MINUTES AND ACTION ITEMS

Agenda Item	Discussion	Action Item	Responsible Party	Due Date
Midyear Data Report	David Hetherly reported on the results of the midyear Star assessments (see attached.) The scores show some significant challenges with the overall combined Grade 1 to Grade 6 scores in ELA rising only 2% and the Math combined scores rising only 3%. Grade five showed the greatest overall improvement and Grade three showed the least overall improvement. The committee expressed concern about the results and discussed what steps the school could take between now and June to improve the numbers.	Action: Marie Giancarlo will prepare a skill development intervention plan to share with the committee and, ultimately, the Board.	Marie Giancarlo	March 19

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	<p>Marie Giancarlo reported that she is carrying out a detailed analysis of the academic performance of each student in order to determine what specific interventions can be made to improve individual student performance. John is interviewing candidates for the RTI staff and one possible suggestion is to expand the RTI staff to increase the focus on the skill development needs of each individual student. Marguerite pointed out that Open Court has materials that target specific skills.</p>			
Weighted Lottery	<p>The CSO has requested that we revise our admission plan to include a weighted lottery that will focus on ENLs and SWDs. John has prepared such plan that was critiqued by Susan Gibbons, who requested some additions. Anne Henry and Valerie Nolan have agreed to meet with Mary Jo Pfeiffer to prepare a response that will relieve John of the burden of responding to this second request. John points out that, given that our parents typically apply after the April 1st deadline, the weighted lottery is of limited value in increasing our ENL and SWD numbers. We also need a recruitment plan beyond a weighted lottery to expand these numbers. Our ENL enrollment is now up to 12 or 13 and growing, given the popularity of David Magavern's ENL program.</p>	<p>Action: Anne Henry and Valerie Nolan will meet with Mary Jo to craft some additional language for our Admissions Policy to comply with Susan Gibbon's request.</p>	Mary Jo Pfeiffer	March 15

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Board Self-Evaluation Tools	Mary Jo reported that, following this year’s CSO’s remote visit report, the Academic Committee will be responsible for responding to Benchmarks 1, 2, 3, 8, and 9 of the CSO evaluation and preparing a Post CSO Action Plan based on these self-evaluation tools. The 10 guidelines for this evaluation were distributed to the Board on February 24 th . We will discuss them in more detail at the next Academic Committee meeting. (They are attached to this report.)	Action: The committee will review these tools prior to our next meeting.	The Committee	March 19
State Teacher, Parent, Student Survey	The CSO has distributed its own survey that is due on March 15 th . Therefore, to avoid confusion with our Diane Bessel survey that we discussed at the last meeting, we will postpone the Bessel survey until the state survey has been completed	Action: Postponement of the planned Bessel parent, teacher, and student survey until after March 15 th .	The Committee	March 15
Review of Strategic Goals	At our January meeting Mary Jo expressed concern about how we are tracking and measuring our strategic goals (e.g. How effective is the family support team?; how are we measuring the impact of teacher professional development?; as specific programs evolve (e.g. AA Infusion), how are we articulating them?, etc.). Following the meeting Mary Jo spelled out her concerns in writing and distributed them to the committee for discussion at the February	Action: Placement of Mary Jo’s concerns on the agenda for the March meeting.	Peter Dow	March 19

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	meeting. (See attached.) Due to the pressure of time we decided to postpone this discussion to the March meeting.			
African American Infusion Task Force	Following up on the decision at the last meeting to form an African American Infusion Task force Peter Dow met (via Zoom) with Marcus Watson and asked him if he would be willing to chair such a task force. Watson accepted with enthusiasm and said he thought a group of four or five members would be appropriate. Dow indicated to him that we would support the work with a budget and that we were looking at a time frame that would involve planning during the balance of this academic year and this summer followed by implementation during the 20021-2022 academic year. Dow told Watson he would run this idea past the committee and that the next step would be for Watson to meet with John Sheffield to finalize the arrangements.	Action: John Sheffield to meet with Marcus Watson at a mutually convenient time.	John Sheffield	March 19
	The meeting adjourned at 3:45 p.m.			