



J. Graham Brown School
Curriculum and Instruction Committee Meeting Agendas/Minutes

SEP 9, 2021	DEC 2, 2021	MAR 10, 2022
OCT 7, 2021	JAN 13, 2022	APR 14, 2022
OCT 13, 2021	FEB 10, 2022	MAY 12, 2022
NOV 4, 2021		

2021-22 Committee timeline for tasks required by SBDM Alignment to State Standards and Program Appraisal Policy

By September 2021: Teachers submit priority/essential standards with syllabi or other format (elementary) after discussions in PLCs. Assistant Principals compile standards into a report for the committee.

By October 2021: Committee consults with the Academic Instructional Coach (AIC) and submits a report to SBDM.

In October: Committee reviews state testing and other data in consultation with the AIC and makes any recommendations to SBDM for the CSIP.

Curriculum and Instruction Committee Meeting Agenda/Minute

May 12, 2022, 7:15 AM

ZOOM MEETING LINK

Those invited to the meeting:

Staff - Alex Murphy, Dr. Kat Mattingly, Amy Thornton, Dr. Brian Garrett, Stacy Pendleton, Tamika Carr

Parents - Jamie Neal, Tara Schneider, Shawna Stenton, Camara Douglas, Ashley Chesman,

Guest in attendance: Shawna Stenton, Dr. Kat Mattingly, Stacy Pendleton, Alex Murphy

Agenda Item	Responsible	Estimated Time	Notes
Review and Approve	Stacy		SCHOOL GRADING POLICY PLANNING SHEET First draft for review Discussed concerns about extra credit opportunities; committee questioned the relevance and recommended that it not be on the policy. More concerns were discussed about the timing and the 5 point scale. Shawna stated that the district will provide a sample in the fall for schools to use. Committee recommends that this be put on hold until the fall when the new district policy can be used as a model and we can have more faculty feedback/discussion
Review and Approve	Stacy		Assignment of Students to Classes and Programs Within the School Day Committee agrees with changes on policy.
Review and Approve	Stacy		Homework Policy States that summer work can be done for extra credit; however this is contradictory to the statement on the new grading policy. If nothing is done with the new grading policy, no changes need to be made. The committee supports extra credit given at teacher discretion. Committee agreed that the last sentence about determining eligibility should be omitted or reworded to better read that summer work should be used to determine eligibility only.
Review and Approve	Stacy		Make-Up work Regarding student referrals, committee recommends that the wording states that the FRYSC be involved with students who have family problems.

Curriculum and Instruction Committee Meeting Agenda/Minute
Mar 10, 2022, 7:15 AM [ZOOM MEETING LINK](#)

Those invited to the meeting:

Staff - Alex Murphy, Dr. Kat Mattingly, Amy Thornton, Dr. Brian Garrett, Stacy Pendleton, Tamika Carr

Parents - Jamie Neal, Tara Schneider, Shawna Stenton, Camara Douglas, Ashley Chesman,

Guest in attendance:

Agenda Item	Responsible	Estimated Time	Notes
	Brian		Follow Up next meeting. SCHOOL GRADING POLICY PLANNING SHEET <ul style="list-style-type: none"> - <u>Overview of plan/task/due dates</u> - <u>Nov task:</u> CREATE A PLAN FOR AND DEVELOP ROUGH DRAFT THAT IS READY TO SHARE WITH TEACHERS FOR INPUT BY DECEMBER. - We will put this in the Brown Buzz as a heads up that we are discussing this. First REading needs to be April.....
	Stacy	10	Wellness Policy: Concerns about MS students not having a mandatory time outside. Also, recommended to change the 40 degree to 32 degrees as a baseline for elementary going outside. Committee agreed that a mandatory time outside for MS students should not pass. Committee agrees that dropping the temperature to baseline of 32 degrees is a good idea.
	Robin	10	Review handbook & Independent Study Classes Robin wants the committee to look over the handbook once it is completed. Robin and Alex talked about the Independent Study class. Robin talked about some kids needing Humanities and that we should place them in the Independent Study class in case they need help with Humanities e-school.
	Stacy/Robin	5	English Elective follow-up Robin voiced concerns that Ky SB 138 might present a problem in the future with counting African American Literature as credit. Committee agreed that we should push forward and let the district/state make changes as necessary.

Curriculum and Instruction Committee Meeting Agenda/Minute
Feb 10, 2021, 7:30 AM [ZOOM MEETING LINK](#)

Those invited to the meeting:

Staff - Alex Murphy, Dr. Kat Mattingly, Amy Thornton, Dr. Brian Garrett, Stacy Pendleton, Tamika Carr

Parents - Jamie Neal, Tara Schneider, Shawna Stenton, Camara Douglas, Ashley Chesman,

Guest in attendance: Stacy Pendleton, Shawna Stenton, Robin Cash

Agenda Item	Responsible	Estimated Time	Notes
English Electives	Robin	2-3	<p>Talked about African American Lit and if we could teach it. Robin spoke with Neysa and Jason about it and both say they would like for it to be offered. Follow up: SBDM needs to approve this course. Robin will follow up with Neysa Jones about creating a syllabus and standards to present to SBDM at next meeting.</p> <p>Committee discussed getting Creative Writing approved to count as an English credit. Robin said that Jason has a syllabus for Creative Writing.</p> <p>Shawna stated that the more options students have the more excited they will be about attending classes.</p> <p>STacy will follow up with Jason and Neysa about the courses.</p>
Travel Policy	Stacy	5	<p>Review of Travel Policy (Curriculum & Instruction) New Travel Policy For travel, students should not be withheld field trips due to grades or behavior because field trips are considered instructional activities.</p> <p>Committee agrees and approves the changes to the Travel Policy.</p>
Writing Policy	Stacy	5	<p>Review of Writing Policy (Curriculum & Instruction) Writing Policy change For writing, the council just wanted the committee to make sure the policy aligns to the new writing plan, and reference(s) to culturally responsive teaching practices should be added.</p> <p>Committee agreed and approved the changes to the Writing Policy.</p>
Device Handbook	Amy	5	<p>Device handbook and a way to address damages and losses. How do we address students who are not able to handle a device? * Do we need to meet at a different time of week in order to ensure parental involvement? Other strategies? Amy was not present to discuss.</p>

Next Meeting:	Brian		<div>Follow Up next meeting.</div> <div>SCHOOL GRADING POLICY PLANNING SHEET</div> <div><div><div>- Overview of plan/task/due dates</div><div>- Nov task: CREATE A PLAN FOR AND DEVELOP ROUGH DRAFT THAT IS READY TO SHARE WITH TEACHERS FOR INPUT BY DECEMBER. - We will put this in the Brown Buzz as a heads up that we are discussing this.</div></div></div> <div>First REading needs to be April.....</div>
	Stacy	10	Wellness Policy: Concerns about MS students not having a mandatory time outside. Also, recommended to change the 40 degree to 32 degrees as a baseline for elementary going outside.
	Robin	10	Review handbook & Independent Study Classes

Curriculum and Instruction Committee Meeting Agenda/Minute
Jan 13, 2021, 2:50PM ROOM 225 ZOOM MEETING LINK

Those invited to the meeting:

Staff - Torri Martin, Alex Murphy, Dr. Kat Mattingly, Amy Thornton, Dr. Brian Garrett, Stacy Pendleton, Tamika Carr

Parents - Jamie Neal, Tara Schneider, Shawna Stenton, Camara Douglas, Ashley Chesman,

Guest in attendance:

Agenda Item	Responsible	Estimated Time	Notes
English Electives -	Robin	2-3	Follow up from last meeting
Travel Policy	Stacy	5	Review of Travel Policy (Curriculum & Instruction) For travel, students should not be withheld field trips due to grades or behavior. This does need to be corrected, along with anything else you might see.
Writing Policy	Stacy	5	Review of Writing Policy (Curriculum & Instruction) For writing, the council just wanted the committee to make sure the policy aligns to the new writing plan, and they wondered if there needed to be some reference(s) to culturally responsive teaching practices.
Device Handbook	Amy	10	Device handbook and a way to address damages and losses. How do we address students are not able to handle a device? * Do we need to meet at a different time of week in order to ensure parental involvement? Other strategies?
School Grading Policy	Brian	15-20	Follow Up next meeting. SCHOOL GRADING POLICY PLANNING SHEET <ul style="list-style-type: none">- Overview of plan/task/due dates- Nov task: CREATE A PLAN FOR AND DEVELOP ROUGH DRAFT THAT IS READY TO SHARE WITH TEACHERS FOR INPUT BY DECEMBER. - We will put this in the Brown Buzz as a heads up that we are discussing this.
CSIP REPORT	??	5	Where are we on this item? Report on MAP / KPREP scores - where is the need? Where can we get this? Who can provide a report for the committee? On the leadership drive ILT and PLCs are already looking at this and provided feedback on the CSIP - ILT will look at on 11/4/2021 2020-2021 CSIP CSIP: Review and approve prior to SBDM approval.

			MAP/KPREP DATA: Look at data to determine next steps and where the need is. Analyze GAP data and target students in need with a focus on elementary school students in Math. After review, the Committee will discuss what should be done to help students in need (ESS, ?)
Next Meeting:			

Curriculum and Instruction Committee Meeting Agenda/Minute
Dec 2, 2021, 2:50PM ROOM 225 ZOOM MEETING LINK

Those invited to the meeting:

Staff - Torri Martin, Alex Murphy, Dr. Kat Mattingly, Amy Thornton, Dr. Brian Garrett, Stacy Pendleton, Tamika Carr

Parents - Jamie Neal, Tara Schneider, Shawna Stenton, Camara Douglas, Ashley Chesman,

Guest in attendance:

Agenda Item	Responsible	Estimated Time	Notes
English Electives -	Robin	5-10	<p>How we can make some of our English electives like Journalism and AA Lit count towards the English electives.</p> <p>"Schools with SBDMs have the ultimate authority to determine curriculum and courses offered. If the school SBDM approves African American Literature as a ENG 3 or ENG 4 grad requirement equivalent, they would need to create and file documentation that the specific course they teach aligns to the standards of the graduation requirement."</p> <p>Can African American Literature count as an elective? SBDM can approve. Additionally, Journalism could count as an elective but the discussion overall was against adding Journalism.</p> <p>Next steps: Robin will speak with English teachers about moving in this direction of adding AA Literature. (See paragraph above for adding Lit as an elective).</p>
			1. 2. We need to revisit the time of the committee to ensure parental involvement
School Grading Policy	Torri & Brian	15-20	<p>Follow Up next meeting.</p> <p>SCHOOL GRADING POLICY PLANNING SHEET</p> <ul style="list-style-type: none"> - <u>Overview of plan/task/due dates</u> - <u>Nov task:</u> CREATE A PLAN FOR AND DEVELOP ROUGH DRAFT THAT IS READY TO SHARE WITH TEACHERS FOR INPUT BY DECEMBER. - We will put this in the Brown Buzz as a heads up that we are discussing this.
CSIP REPORT	??	5	<p>Where are we on this item?</p> <p>Report on MAP / KPREP scores - where is the need? Where can we get this? Who can provide a report for the committee? On the leadership drive</p>

			<p>ILT and PLCs are already looking at this and provided feedback on the CSIP - ILT will look at on 11/4/2021</p> <p>2020-2021 CSIP</p> <p>CSIP: Review and approve prior to SBDM approval.</p> <p>MAP/KPREP DATA: Look at data to determine next steps and where the need is. Analyze GAP data and target students in need with a focus on elementary school students in Math.</p> <p>After review, the Committee will discuss what should be done to help students in need (ESS, ?)</p> <p>We are in the middle of MAP testing right now.</p>
Next Meeting:			<ol style="list-style-type: none">1. Follow up with Robin on adding African American Literature as an elective.2. *Device handbook and a way to address damages and losses. How do we address students are not able to handle a device? * Do we need to meet at a different time of week in order to ensure parental involvement? Other strategies? This will be addressed at next meeting with Amy.3. SCHOOL GRADING POLICY PLANNING SHEET<ul style="list-style-type: none">- <u>Overview of plan/task/due dates</u>- <u>Nov task:</u> CREATE A PLAN FOR AND DEVELOP ROUGH DRAFT THAT IS READY TO SHARE WITH TEACHERS FOR INPUT BY DECEMBER. - We will put this in the Brown Buzz as a heads up that we are discussing this.

J. Graham Brown School
Curriculum and Instruction Committee Meeting Agenda/Minute
 Nov 4, 2021, 7:00 - 7:45 AM ROOM 225 ZOOM MEETING LINK

Those invited to the meeting:

Staff - Torri Martin, Alex Murphy, Dr. Kat Mattingly, Amy Thornton, Dr. Brian Garrett, Stacy Pendelton

Parents - Jamie Neal, Tara Schneider, Shawna Stenton, Camara Douglas, Ashley Chesman,

Guest in attendance:

Agenda Item	Responsible	Estimated Time	Notes
School Grading Policy	Torri & Brian	30	SCHOOL GRADING POLICY PLANNING SHEET <ul style="list-style-type: none"> - Overview of plan/task/due dates - Nov task: CREATE A PLAN FOR AND DEVELOP ROUGH DRAFT THAT IS READY TO SHARE WITH TEACHERS FOR INPUT BY DECEMBER. - We will put this in the Brown Buzz as a heads up that we are discussing this.
CSIP REPORT	??	10	<p>Where are we on this item?</p> <p>Report on MAP / KPREP scores - where is the need? Where can we get this? Who can provide a report for the committee? On the leadership drive</p> <p>ILT and PLCs are already looking at this and provided feedback on the CSIP - ILT will look at on 11/4/2021</p> <p>2020-2021 CSIP</p> <p>CSIP: Review and approve prior to SBDM approval.</p> <p>MAP/KPREP DATA: Look at data to determine next steps and where the need is. Analyze GAP data and target students in need with a focus on elementary school students in Math.</p> <p>After review, the Committee will discuss what should be done to help students in need (ESS, ?)</p>
Next Meeting:			<p>3. Other schools are looking at their technology implementation - other schools are starting to look at this because of monetary losses that are occurring. We need to discuss this at the next meeting - we need a device handbook and a way to address damages and loss. Also, how do we address students are not able to handle a device.</p> <p>4. We need to revisit the time of the committee to ensure parental involvement</p>

J. Graham Brown School
Curriculum and Instruction Committee Meeting Agenda/Minute

Supplemental Meeting

October 13, 2021, 3:15 - 3:30 PM [Zoom Link](#)

Those invited to the meeting:

Staff - Stacy Pendleton, Torri Martin, Alex Murphy, Dr. Kat Mattingly, Amy Thornton, Dr. Brian Garrett, Tamika Carr, Robin Cash

Parents - Jamie Neal, Tara Schneider, Shawna Stenton, Camara Douglas, Ashley Chesman, Michaela Johnson

Those in attendance at the meeting: Brian Garrett, Shawna Stenton, Torri Martin, Stacy Penleton, Camara Douglas

Guest in attendance:

Agenda Item	Responsible	Estimated Time	Notes
SBDM Policy Recommendation	Brian	15 Mins	Instructional Practices Including Classroom Assessment Policy Policy Feedback Form Policy Feedback Results Committee approved sending the Instructional Practices Including Classroom Assessment Policy to SBDM by consensus

Preparation:

J. Graham Brown School
Curriculum and Instruction Committee Meeting Agenda/Minute
 October 7, 2021, 7:00 - 7:45 AM ROOM 322 ZOOM MEETING LINK

Those invited to the meeting:

Staff - Torri Martin, Alex Murphy, Dr. Kat Mattingly, Amy Thornton, Dr. Brian Garrett, Stacy Pendelton

Parents - Jamie Neal, Tara Schneider, Shawna Stenton, Camara Douglas, Ashley Chesman,

Those in attendance at the meeting: Stacy Pendelton, Amy Thornton, Alex Murphy, Torri Martin, Dr. Brian Garrett, Shawna Stenton

Guest in attendance:

Agenda Item	Responsible	Estimated Time	Notes
REVISIT SBDM REQUIREMENTS	BRIAN & SHAWNA	20	SBDM EXPECTATIONS from Shawna S <ul style="list-style-type: none"> - Establish Gap Targets - Look at last year's CSIP and this year's scores (District suggests MAP not KPREP) and make adjustments to CSIP - AIC says that our MAP data is trending with the KPREP data - the biggest issue is with Math - there is a huge variance (this trends with National data). Reading is not seeing the same trends. - Polio has stated that students that participated more in NTI have done better on these assessments - Maybe we should look at ESSR funds to help triage - AIC has recommended not remediation but acceleration (which is the District's vision as well) - Talked extensively about the prospect of ESS and staffing. - Committee needs to look at data to see where gaps exist. Where is the more critical need? - Data will be reviewed by the ILT team Oct 7th and will have a report for the committee by the next meeting. - Reach out to J. Marshall's office (Shawna) to see if they can partner with funds and contracts. She will reach out to them targeting elementary students. - ILT should look at CSIP and determine next steps (Brian will speak with Angela about scheduling that) - Brian will talk to Angela about learning walks - ILT is looking at data 10/7 - C&I can look at it next time PLC'S AND PRIORITY STANDARDS REPORT 2020-2021 CSIP
			Instructional Practices Including Classroom Assessment Policy Ran out of time so committee agreed to review this document and have a zoom meeting asap. Dr. Brian will set up the zoom link.
			NEXT MEETING: Report on MAP / KPREP scores - where is the need? Where we can get this? Who can provide a report for committee? CSIP: Review and approve prior to SBDM approval.

			<p>MAP/KPREP DATA: Look at data to determine next steps and where the need is. Analyze GAP data and target students in need with a focus on elementary school students in Math.</p> <p>After review, the Committee will discuss what should be done to help students in need (ESS, ?)</p>
			<p><u>2021-22 Committee timeline for tasks required by SBDM Alignment to State Standards and Program Appraisal Policy</u></p> <p>By September 2021: Teachers submit priority/essential standards with syllabi or other format (elementary) after discussions in PLCs. Assistant Principals compile standards into a report for the committee.</p> <p><i>Haven't requested it yet because of issues with building. Target to request - end of September. Will remind PLC's to talk about priority standards and prepare to complete syllabi. Will follow up at next meeting.</i></p> <p>By October 2021: Committee consults with the Academic Instructional Coach (AIC) and submits a report to SBDM. <i>AIC will be provided with feedback from Comm to report to SBDM</i></p> <p>In October: Committee reviews state testing and other data in consultation with the AIC and makes any recommendations to SBDM for the CSIP.</p>

J. Graham Brown School
Curriculum and Instruction Committee Meeting Agenda/Minute
 September 9, 2021, 7:30 - 7:50 AM

Those invited to the meeting:

Staff - Stacy Pendleton, Torri Martin, Alex Murphy, Dr. Kat Mattingly, Amy Thornton, Dr. Brian Garrett, Tamika Carr, Robin Cash

Parents - Jamie Neal, Tara Schneider, Shawna Stenton, Camara Douglas, Ashley Chesman, Michaela Johnson

Those in attendance at the meeting: Alex Murphy, Robin Cash, Torri Martin,, Jamie Neal, Brian Garrett, Tara Schneider, Shawna Stenton, Camara Douglas, Tamika Carr

Guest in attendance:

Agenda Item	Rsponsible	Estimated Time	Notes
INTROS	STACY	3	PURPOSE / INTRODUCTIONS
TASKS RQUIRED	BRIAN	10	WHERE DO WE START? (SEE BELOW)
			<p>2021-22 Committee timeline for tasks required by SBDM <u>Alignment to State Standards and Program Appraisal Policy</u> By September 2021: Teachers submit priority/essential standards with syllabi or other format (elementary) after discussions in PLCs. Assistant Principals compile standards into a report for the committee. <i>Haven't requested yet because of issues with building. Target to request - end of September. Will remind PLC's to talk about priority standards and prepare to complete syllabi. Will follow up at next meeting.</i></p> <p>By October 2021: Committee consults with the Academic Instructional Coach (AIC) and submits a report to SBDM. <i>AIC will be provided with feedback from Comm to report to SBDM</i></p> <p>In October: Committee reviews state testing and other data in consultation with the AIC and makes any recommendations to SBDM for the CSIP.</p>
FUTURE MEETING DATES	STACY	5 MIN	<p>ESTABLISH TIMES AND DATES FOR FUTURE MEETINGS ZOOM OR IN PERSON / BOTH?</p> <p>Thursday - 7am via in person and zoom.</p>

Preparation: