

# Doris Henderson Newcomers School

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## Meeting Minutes

Meeting Date: 11/14/2017 - 3:00pm

Title: Leadership Team Meeting Nov.14

Location:

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### **I. Attendance**

Team Members: Raycia Evans-Crawford, Chesley Huskins, Valeria Kouba, Avery McGuire, Vanessa Parmenter, Jennie Van Schaick, Amy Yount, Abu Zaeem

Guests:

### **II. Celebrate recent successes**

Report from Ms. Polito via Ms. Evan-Crawford of one of her MS students and his most recent English proficiency success

Our Quarterly Success Assemblies were a great success

As of October, the progress towards our literacy goal showed had 40% of our school predicted to meet at least 2 years of growth and now we have 54%.

### **III. Review and respond to coaching comments**

### **IV. Approval of last meeting's minutes**

VS-approved, Huskins-2nd

### **V. Old Business**

Yount- Indistar confirm the specifics of what artifacts we are uploading for our indicators

### **VI. Indicators to Assess-Create-Monitor**

*Indicators Assessed*

*Objectives Planned For*

*Monitor (updates made)*

### **VII. Other Business**

## Confirmation about our grading policies

How do each of the grade levels determine how our students are being graded and are they impacting the students' overall GPA? Categories, weights if weighted, how many grades are determined to be given?

Grade level recommendations submitted to Leadership Team:

ES

Categories: assignments (classwork), project (task/group work, summative), test (with different sections)

Homework not graded but it is checked to reflect independent work

Grades are not weighted different but a test can count for more than one grade (i.e.: each section of test is given a separated grade due to the different testing formats)

Total # of grades: 14/per subject/per quarter (Classroom teacher: 14 ELA, 14 Science, then Math teacher: 14)

Grade minimum: 58

MS

Tests: 40%, Quizzes: 20%, Homework 5%, CW & Projects: 35%

Quarterly: Tests-2, Quizzes-3 to 5, Homework-9, CW-9

70% lowest on paper but not on paper, Notify parents by sending papers home, less than 60% have parents sign paper and send back, and no homework consistency-call home.

Action Taken: Leadership recommends: (Grading policy confirmation for MS will take place with MS representative at next possible date.)

HS

Classwork/participation: 30% (closer to EOC percentage=realistic)

Test/Quiz: 30%

Project: 25%

Homework: 15%

2 grades per week, category chosen by individual teacher.

Leadership recommends: Homework and participation categories should be combined so that 15% of their grade will be either homework or participation, or both depending on the teacher, minimum grade: 58.

Overall:

Leadership determines the minimum grade, as a school-wide policy is a 58 on any task. Also, that any student receiving a overall grade of D or F, there will be parent contact.

Extreme or repeated absences that impact a student's grade must be communicated to administration for further steps to be determined.

Mascot Artwork-Mr. Zaeem will investigate whether or not a disclaimer/release policy (written statement from student) needs to be in place for mascot artist.

### **VIII. Next Meeting**

Date: 11/28/2017

Time: 3:00am

Title: Leadership Meeting

Location: Conference Room

### **IX. Adjourn**

4:30am