

Instructional Practices: Grading and Assessment
1-26-2022
1:00-2:20

Agenda:

- 1) Review proposed survey
- 2) Action items for administering surveys
- 3) Schedule next meeting

Meeting Minutes:

Present members: Amanda Zeller, Jennifer Staub, Christa Whalen, Yolanda Flamino, Beth Williams, Jenn Staub, Justin Ballou, Martha Daigle

Note taker: Amanda Zeller

The group reviewed access to files and documents and resolved any access issues.

Jenn Staub submitted a draft of a parent survey based on the staff survey sent at the end of last year. The group workshopped the survey for language and intent, and discussed the following points:

- 1) Remove name and email items
- 2) Shifted question about grade level up in the question order
- 3) Refined designations of levels of coursework
- 4) Reworded “do you agree” questions to more straightforward wording (“should”)
- 5) Included explanations/definitions of “formative” and “summative” in order to be transparent and understanding of educator language vs parent/student language
- 6) Adjusted introductory paragraph to direct parent use of survey
- 7) Reviewed entire survey with minor adjustments to create student version

Timeline for sending to parents and students was discussed without determining a date—but target was mid-Q3, with enough time for exams to be in the past and the new quarter/semester to have settled.

Amanda will schedule a meeting with Gina and Yolanda to review these surveys and appropriate distribution, as well as drafting a version for administrators to complete.

Yolanda gave a quick look into the data review and identified themes that emerged from the staff survey responses with respect to the purpose of grading

- 1) feedback/communication
- 2) Assess content knowledge/mastery

Amanda asked for the group to get some “pre-meeting” idea of how the data group broke down/were able to organize the responses (by grade, by content, etc), just to get questions formulating for the next meeting before we are together.

Next meeting: Week of February 14th, either Tuesday the 15th or Thursday the 17th (Amanda will poll for best date as it gets nearer), after school @ 2:45-4:00.

Respectfully submitted,
Amanda Zeller