

**CURRICULUM, ASSESSMENT, AND PROGRAM EVALUATION (CAPE)
COMMITTEE**

Wednesday, February 14th, 2024

Town School Office Curriculum Room

6:00pm

MINUTES

1) Call to order-6:07pm

BOE Members present: Joy Greenstein, Sarah Devine, Hala Hourani

BPS Faculty/Staff present: Anna Mahon, Assistant Superintendent, Marc Balanda, BHS Principal, Liz Spencer, BHS Humanities Coordinator

2) Public Comment-None

3) We received an update on the 2024-2025 Brookfield High School Program of Studies presentation. There is a proposal for an additional course, Creative Writing II. It would be an additional 1/2 year elective course or enrichment course. Student requests are driving this. Creative Writing I is a pre-req for this course. This is also an opportunity to expand the journalism course offerings. The program of studies will be discussed in more detail later on in the agenda. But the committee voted unanimously in favor of the revisions and changes.

American Sign Language will not be offered next year due to low enrollment and the online platform is not desirable for our learners because it is challenging. Also, EMT will not be offered next school year because we no longer have a certified teacher to teach the course.

We also talked about a capstone. We were brought up to speed on some of the history. One of the pressing questions on moving forward is how do we manage this effectively. Also, we would need money to hire staff to go through with this.

- 4) Update on curriculum, instruction, and assessment topics:
- a. PDEC update (developing the new teacher and educational leader evaluation plan): evaluation and professional learning; the committee underwent a 2-day training to orient to the new CSDE evaluation guidelines and began preparing a draft for the adjusted teacher and administrator support and growth plans, which will be presented to the BOE no later than June, 2024 for implementation in the 2024-2025 school year.
 - b. Instructional Team update- They are looking at student data, reflecting on it, and creating goals. Instructional coaches are creating an instructional playbook. We would really like to see this playbook. Instructional Coaching team continues to engage in an ongoing professional learning opportunity with EdAdvance where they are exploring various approaches to student-centered coaching, including setting learning targets based on student data, helping teachers explore gaps and strengths based on student work, and developing the instructional playbook (which will be an ongoing endeavor) to include high-leverage instructional strategies that can be shared during a coaching cycle with teacher(s) to pinpoint the most appropriate instructional strategies based on the situation.
 - c. Building based work toward spring assessments- We asked for a comeback regarding midterms exams and data from them. Elementary and secondary teachers are using interim assessment blocks (IABs) both as formative assessments as well as experiential for students to become familiarized with the format and approach of the SBA and NGSS assessments. Instructional Coaches are currently collaborating with teachers on mid-year data (such as mClass, midterm exam data, etc).

Adjourned at 7:30