Call to Order:
Beechwood High School’s Curriculum and Instruction meeting was called to order at 3:15 p.m. on Monday, October 14th, 2019 by Justin Kaiser. The following was present for the meeting:
Justin Kaiser, Lisa Sletto, Josh Bates, Rhonda Shriver, Deborah Haggard, Jenny Jones, Tanya Boyle, Monica Namyar (Dawn Norris), Sarah Schobel, and Michael Brinkman.

Good News Report
● Each department shared professional learning that they have been participating in. Committee discussed stories for Fort Mitchell Living magazine. There are many good news stories to share academically and with athletics.

Old Business
● New desks are wonderful. We will continue that cycle this year. Lockers arrived over fall break so all students who did not have one will get one.
● Cleaning supplies are in the 400 hallway if you need them. One possible need might be the caps for the chair legs.
● Everyone should have feedback on their PGP’s. Great work on these and we will continue to work on these goals throughout the year. Make sure to get your AP Action Plans in.
● Department Chairs who already had Department Days shared out about their days. The English department started looking at ACT standards and aligned where they were addressing these in the 7 through 12 courses. They will have the course expectations document finished by May. The math department looked at the new standards and aligning every course’s curriculum. They are about 80% finished with their course expectations document. They are working on ensuring probability and statistics is embedded in every course. The social studies department took a look at the new standards and the skills that social studies students need to have. They then began to work on their curriculum map for each course. Department Chairs find these days incredibly helpful and would like to do a second Department Day during second semester.

New Business:
● If any faculty are interested in teaching at the Governor’s Scholar Program, please let us know.
● Let us know when your department meetings are. Just send calendar invites.
● Committee discussed purpose of Otus, looking at data to inform instruction, and PLC’s next week.
● If you are using IXL or Albert.IO, please keep info for the spring when we decide what we are purchasing for next year.
● Committee reviewed upcoming important dates in October, including the plan for Halloween.
● Committee should bring feedback on what we would like to cover with writing on the November 5th PD day. We would like to give some department time on that day and if teachers want any breakout sessions, let us know.
● Committee went over conference schedule on November 4th from 12-7. All parents should receive an invitation to conferences from each teacher.
● Committee will come back with suggestions for the PD days throughout the year, including the beginning of the year days.
● We reviewed expectations for cleanliness of classrooms as well as doors and windows shut and locked.
● Fall Break feedback was very positive and appreciated.

Budget Report:
● Mr. Kaiser shared updated budgets if the committee wants to review them.
● The committee was reminded to keep the purchasing cycle document up to date as we plan for next year.

Adjournment:
● The meeting was adjourned at 4:22 pm.

The next meeting will be on November 4th, 2019 at 3:15 pm.
Minutes submitted by Sarah Schobel.