

**Beechwood High School**  
**Curriculum, Instruction, and Assessment Committee Meeting**

**Call to Order:**

Beechwood High School's Curriculum and Instruction meeting was called to order at 1:00 pm on August 2, 2021 by Justin Kaiser. The following was present for the meeting:  
Justin Kaiser, Sarah Schobel, Michael Brinkman, Megan Minton, Kelly Burgei, Rhonda Shriver, Deborah Haggard, Dawn Norris, Aracely Norvell, Josh Bates, and Tracy Kaake.

**Good News Report**

- Welcome to our new staff!

**Old Business**

- No old business this month.

**New Business:**

- Shared Leadership - As department chairs, be sure to onboard new staff. You all are also integral to guiding the work and product of this year in alignment with our 3-year plan. Each month at the curriculum/instruction/assessment committee meetings, each department chair will share progress towards our 5 district goals: personalized learning, leadership, wellness, culture, and community engagement. Mr. Kaiser reviewed his 3 P's of professionalism, positivity, and progressiveness. Each staff member will meet again to choose a growth area in the 3 P's. We want the department chair roles to evolve more into a leadership role.
- Schedules for committee meetings, SBDM, and faculty work sessions were reviewed.
- Mr. Kaiser reviewed opening days with teachers, the 3-year strategic plan "The Blueprint for Excellence," our work as a high school towards these goals, and cohort work towards the five goals.
- New teacher mentorships were established to support new staff.
- The committee reviewed the counseling department realignment and vision.
- The committee discussed the quarterly EDGE schedule to help with embedding EDGE challenges.
- Eventlink was shared for campus space use and planning.
- The senior ACT plan to prep for the October 19th ACT was shared with the committee.
- AP scores were reviewed as well as the new BHS data sheet as our school data warehouse.
- Schedules and calendars were all reviewed with the committee.
- Annual purchasing cycles were reviewed regarding desks, laptops, cleaning supplies, smart tv's, and textbooks.

**Adjournment:**

- The meeting was adjourned at 2:20 pm.

Minutes submitted by Sarah Schobel.