

**In attendance:** Joel Bates, Jeremy Roche, Patty Darling, Laura Friend, Carol Archambeault, Tim Castner, Jen Sigismondo, Nicole Benoit, Kathy Kelly, Susan Farr, Debby Perry, Gary Kozloski

**What is the Comprehensive Reporting Committee?** A combination of the Standards Based Reporting Committee and the Parent Communication Committee. The SBRC developed a scale that was established over the course of the last school year(s). It was utilized during the first day of school's professional development activity. We reviewed the goals from the agenda and discussed the idea of how the group will work on these topics. Minutes should be posted to the SharePoint site in order to maintain appropriate communication processes. In addition, School Councils need to be apprised of the work of the group so that they can be informed of the process. We could meet at the beginning, conduct break-out sessions, and report back at the end of the meeting. We also discussed how to communicate with the community on a larger scale. Are parents involved with this committee? It was described that there would be a possible parent advisory board derived from the School Councils. This group could help inform the process. Tim noted that there needs to be substantial community buy-in at the high school level. He articulated that a community advisory committee might not have enough representative high school parental perspective in order to satisfy the concerns therein. Public buy-in is an issue that we can address in our sub-committee groups. Should we invite members of the parental community to be a part of the CRC? Can we have full conversations with that format? On the other hand, parents could potentially inform the CRC of concerns that they have. Having a vision prior to moving forward with the work could be essential prior to inviting parents to participate. Parent communication could be very beneficial early on particularly as it relates to item #3. We could develop a survey to solicit parental feedback relative to parent conferences. The possibility of a strong public backlash can minimize the work of the CRC, particularly if we don't court parental input. This could lead to the School Committee finally directing that the work be discontinued. Can we have an open meeting for parents to voice their concerns or does SCC sub-committee communication to their constituencies satisfy the need to include input? CRC members could possibly attend an SCC meeting to discuss the topic at those meetings. This could address the issue of including parents. What would be the goal of inviting parents into this discussion? It should be clarified prior to moving forward. How do we gather well rounded input that includes the "silent majority"? Include Kathy McKinstry in the emails for updated meetings.

1. Understanding the underpinnings of what parents, students and school staff need to know, understand and be able to share about student progress;

This could be addressed as "core beliefs" about assessment and how it is communicated.

2. What format the district will be using to report standard based progress and other pertinent information for grades 1 -5; and, lastly,
3. Developing guidelines for communication at parent, student, teacher conferences, currently held in the fall and spring for Pk -8, and 9-12 in the fall.

**Action Items for November 17th, 2009:**

Clarify the way the CRC will work in sub-committees.

Establish appropriate communication processes to gather data from both parents and teachers (Use SCC's, generate online surveys, conduct an open forum);

Clarify the vision for what Comprehensive Reporting means in the NRSD at the various