



## MINUTES from HCP Advisory Committee

Wednesday, December 13, 2023 | 3:30-5:00pm | District Office

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**Members Present:** Kelli Cox, Debbie Crabtree, Trisha Doumit, Jennifer Hamilton, Susan Horstman, Roberta Kramer, Paula Perron-Bates

**Members Absent:** Pam Brantner, Grace Grow, Carone Jones, Shelley Opgenorth

3:35 PM- Roberta Kramer called the meeting to order.

### Meeting Minutes

Reviewed Minutes from October 26, 2023

Hi-Cap TOSA (Teacher on Special Assignment) report

- Both Training sessions for teachers new to the highly capable program are completed and provide them with the required 6 hours of training.
- One-hour online training sessions for all highly capable program teachers are underway. Sessions are proposed to be held each month. Participation in this training opportunity is voluntary for teachers. As this is a new training offering and the TOSA is seeking feedback from participants to ensure they receive beneficial training and resources for the time.
- The TOSA is continuing to inventory building highly capable material. (ask what assistance she needs for this) and also building online resources for HCP teachers. The committee asked if the online resource would be available to all teachers. In response, the TOSA has made the material available to all HCP teachers and will plan to open this resource to all district teachers. Right now, this resource is in the early stages.
- Along with reaching out to building staff and resource/professional development, the TOSA is actively reaching out to families. The Highly Capable Program newsletter to families was sent out in October and another to be sent out this month of December.
- The TOSA requested more information regarding the follow up protocol for principal after they have received the student progress notification letter. Principals receive student progress notifications from instructional programs late summer/fall that summarize academic achievement the previous school year. The TOSA expressed concern if notifications from previous years are also reviewed. Further, if there is student follow up recorded to accompany the notification letters. The TOSA is looking at MAP data over several years to determine if there are trends for individual student performance that should be cause for concern as well any broad patterns in content performance. She did express a need to look closer at ELA performance.
- Parent/Guardian night planning continues. Twenty-three parents did respond to the topic survey regarding what they would like addressed at the information night.
- The TOSA is actively coordinating proctors for the spring referral testing and plans to have the roster set by the next advisory committee meeting.

Fall Referral

- The TOSA provided a review of the referral numbers received and placements made. The fall Highly Capable referral window reviews referrals of current kindergarten and incoming transfer students are to be placed in the program for the current year. There were no kindergarten referrals presented this fall. Following review of the eligibility criteria for eleven students, one student was placed in the program.

Discussion of spring referral

- It was observed that the selection committee saw more referrals last spring and planning should take this into consideration.

4:00 Meeting adjourned.