

Middle School CAT Team Meeting Minutes for October 13, 2010

Apologies: Tonya Cotton and Zein Khalifa

General Announcements:

- A) Mr. Popinchalk distributed the CAT Handbooks for review along with the contact list of all members.
- B) CAT Team members introduced themselves and were reminded of the importance of clear communication and appropriate representation within the Middle School parent community.
- C) Mr. Popinchalk complimented the CAT team members on the very successful Middle School Iftar in September during Ramadan. He thanked them for their commitment to building community.

Agenda Items and Actions:

- A) **Parent Volunteerism:** Mr. Sullivan informed the CAT team the history of Middle School student participation in the annual CAC Halloween Carnival. The Middle School CAT team approved a decision to sponsor a separate Halloween Social for interested students the night before the CAC carnival to allow an appropriate venue for the Middle School to celebrate the occasion. The Middle School CAT team would see this as another legacy, like the Iftar, and would be supported by interested members of the faculty and administration on October 28, 2010.
- B) **Standards Based Grading and Reporting Process:** Mr. Popinchalk ask the CAT team to share reactions to the new grading and reporting process which was introduced this academic year. Based upon the first set of progress reports, the feedback was positive and further discussion would take place at the next meeting in November when the first trimester reports were produced.
- C) **Middle School Parent Conferences:** Middle School parent conferences, which are conducted in an arena style format, were explained to the CAT team members. This was part of the comprehensive reporting system the Middle School had in place to keep lines of communication open between students, teachers and parents.
- D) **Middle School PRIME Trips:** The Middle School administration gave an update on the planning underway for the annual PRIME trips. Destinations in Luxor, Dahab and the Western Desert will be the focus and at the next CAT Team meeting the administration would report on the trips and seek feedback from the CAT team.
- E) **Blended Classroom/Technology:** The CAT team were informed about the process of having a cohort (40 students) in the Middle School who are assigned laptop computers everyday to support instruction. Mr. Popinchalk reminded the CAT team this pilot program was not at the expense of other students having access to technology, which was part of a daily experience in the teaching and learning process in the Middle School. There would be further updates on the pilot as the year progressed.
- F) **CAT Team Focus 2010-11:** It was agreed that a number of issues would be discussed as the year progressed but the "Big Four" of the CAC Superintendent and the CAC Strategic plan would also provide various topics for consideration. These included:

Student Grading and Assessment	Learning Support Services	World Languages/ESL
Health and Safety	CAC Master Plan	Value Added Instruction
CAC Student Learning Outcomes	Cultural Sensitivity and International Relations	

Middle School CAT Team Meeting Agenda – November 29, 2010

- A) *Apologies - Approval of Minutes - Matters Arising*
- B) *Review of the Halloween Social – October 28, 2010*
- C) *Feedback on Middle School PRIME Trips*
- D) *Feedback on First Trimester Standards Based Grade Reports and Comments*
- E) *Middle School Technology Update Parent Communication - Challenges*

- F) Educational Continuity – Elementary School Demolition Process*
- G) Health and Safety Committee Update*
- H) Any Other Business*