

October 12, 2023, Middle School Schedule Committee Meeting Minutes

The following information is a summary of the Middle School Schedule Committee meeting that took place on October 12, 2023. A summary of all meetings will be shared on the YCSD website.

October 12 Meeting Agenda

- Review suggested criteria from committee members
- Finalize criteria for Decision Analysis
- Community Survey
- Next steps

Review Suggested Criteria from Committee Members

The committee was provided a summary of the TregoED Decision Analysis protocol. Committee members collaborated in school-based teams to discuss and provide feedback on the alignment of suggested criteria to use in the Decision Analysis protocol.

Finalize Criteria for Decision Analysis

The committee agreed to include ten criteria. These ten criteria, listed below, will be used in the Decision Analysis protocol where middle school bell schedules will be measured against each of these criteria. Each criterion was assigned a weight ranging between 1 to 10. These weights were determined by the committee and based on how important each criterion is in recommending a middle school bell schedule that best meets the needs of students in YCSD.

Decision Analysis Criteria:

- Complies with Virginia Department of Education requirements
- Maximizes the opportunity for students to have English instruction daily
- Maximizes the opportunity for students to have math instruction daily
- Maximizes alignment between middle school class times and high school block times
- Maximizes use of instructional time to support student engagement
- Maximizes opportunities for relationships between student and teacher
- Maximizes common planning time for teachers
- Maximizes elective options for students
- Optimizes ability to build student enrichment/ tutorial classes into the schedule
- Minimizes changes to school operating hours (e.g. staff schedules)

Community Survey

Committee members provided input on items to include in a community survey intended to be sent to families of students in grades 5 through 8, as well as middle school staff, regarding the middle school schedule. Questions will include feedback on the current YCSD middle school bell schedule and feedback on the Decision Analysis criteria established by the committee.

Next Steps

The next Middle School Schedule Committee meeting is planned for November 9, 2023. During this meeting, the committee will review the family and staff survey data, review bell schedules, and complete the TregoED Decision Analysis.