

# Willard High School

## Steering Committee Minutes

October 11, 2006



*Members present:*

**Staff** (if not shaded in):

Mary Ellen Butler (co-chair)	Chris Church	Lynn Crandall (co-chair)
Jim Davis	Travis Evans	Emm Foster
Nancy Ipock	George Lindsay	
Susan Marcum	Susan Parrish	John Presley
Jay Roth	Judy Scroggs	Marcella Snakenberg
Melissa Troxell	Jolene Welsh	

**Students:**

**Parents & BOE\* Member:** Ron Crighton\*, Pam Burrell

**Also present:** Cathy Bolek, Connie Dunn, Don Tuck

- Connie explained that all elements of the curriculum guide must be complete and entered into the computer. The curriculum guides should also be printed and available in the red notebooks with sample assessments. She brought the Foreign Language Department's curriculum guide as a sample. We should be tracking course objectives on SIS. She provided additional copies of the guidelines. We must have everything complete in order to satisfy the A+ requirements and to be ready for an MSIP review. December 1, 2006 is the absolute deadline for having everything complete.
- Cathy reiterated several points about TNT. We all need to enforce the rules consistently. We should encourage students in study hall to use the peer-to-peer study opportunities. RTA students are now in smaller groups with more individual opportunities for help. We all need to check agendas and she encouraged everyone to specifically tell students to write down assignments in their agendas. We discussed having a specific place in each classroom to post assignments.
- Chris explained an idea that his team had about providing rewards students with ACT prep strategies during TNT. Their idea was to provide math help on one day, English on another and science on another. Departments were asked about a teacher who might be able to provide help. Jolene suggested the possibility of asking retired teachers to help. It was mentioned that the after school tutoring time could also be used to take practice ACT tests. After additional discussion, it was decided that the math department would pilot a program before the Oct 28 ACT test. That would give us more time and information to use if we start a more in-depth program before the December ACT.
- Susan Parrish asked each team to poll their members to see if there was enough interest in the idea of a laude curriculum for there to be an ad hoc committee formed. If so, the Foreign Language ALC Team would be willing to work on it, but would like others to be involved.

Meeting adjourned at 3:57

Minutes submitted by Nancy Ipock

*The Steering Committee does not make decisions; we guide the staff in order to reach a consensus.*