

Willard High School

Steering Committee Minutes

December 13, 2006



Members present:

Staff (if not shaded in):

Students:

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 Schnakenberg
Melissa Troxell	Jolene Welsh	

Parents & BOE* Member: Ron Crighton*

Also present: Cathy Bolek, Connie Dunn

- Connie congratulated the faculty for having about 98% of the curriculum completed. She asked each department to be sure that their curriculum is also saved on the F drive and appropriately labeled. Eventually this will replace the out-date curriculum that is currently available on the school website. Jay suggested that it might be a good idea to password-protect the file. That way others could see it or copy it, but no changes could actually, or inadvertently, be made to the original file.
- Connie reminded everyone that we will be expected to track our competencies as we enter the semester grades. She asked everyone to cross reference the data that we have entered in SIS to make sure that it matches what we actually turned in for the curriculum guides.
- She also mentioned that there were several new course proposals. Departments will also need to provide a written curriculum for the new courses.
- Cathy discussed several concerns about TNT. Students in Physical Science and English II Honors were surveyed to see how often their Agendas are being checked. The results show that there is a lack of consistency among teachers. Some teachers check daily, others weekly and some never check. How often should agendas be checked? How can we get all teachers to be consistent? Cathy asked us to discuss this in our groups and send a response to Jolene.
- Cathy also requested more consistency when we send a TNT student referral to the counselor. She suggested putting the form in the appropriate counselor's mailbox. The counselor will discuss the issue with the student. Then, they will initial the form and return it to the teacher's mailbox.
- RTA is another concern. Cathy provided information about the current program and statistics about the number of students who are consistently in RTA. She asked us to re-evaluate the current program and to suggest other structures or strategies we might implement in order to lower the number of students with F's. Connie mentioned that peer-to-peer tutors get discouraged when they forgo their rewards time to tutor and nobody comes in needing help. We have several programs in place, but are there other programs or strategies that we could implement? In our groups, we are to brainstorm what we can do to be more successful in reaching ALL students, for example: smaller class size, more

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

- training in using differentiated instruction, etc. We will discuss possible solutions and strategies for intervention at the next steering committee meeting.
- Ron posed a question about the possibility of pulling the repeat RTA students out of the regular classroom and offering them a more hands-on, one-on-one structure. One suggestion was that the Success students from middle school might be identified so that high school teachers would be more aware of those students who might need more attention and encouragement. Another suggestion was reinstating a program like the old Step-up class for freshmen as a way to transition to the high school. The suggestion was made to contact Lincolnshire to see how they structure their self-contained classroom.
- Cathy also spoke about weighted classes. There does not currently seem to be a clear-cut definition or criteria for weighted classes. She suggested that we need to establish criteria. After that is clear, she suggested that we need to review our existing courses to see which ones fit the criteria and which ones don't. We would also know when proposing a new course if it should be weighted or not if we had established criteria.
- Susan presented the proposed fall finals schedule. The administration has already looked at the schedule. Those present had no suggestions, so the schedule will be finalized and copied for distribution.
- Jay reminded everyone that we need to add the 2% extra credit for good attendance as we calculate semester grades. He provided a handout that allows teachers to check absences by class using SIS. He also reminded everyone that the old policy has changed and does allow a student to have 1 absence and 1 tardy.

Meeting adjourned at 3:57
Minutes submitted by Nancy Ipock