

Willard High School

Steering Committee Minutes

September 13, 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*

Also present: Cathy Bolek, Eric Ramsey

- Mary Ellen stressed that we need to refocus on the 3 [4] essential, guiding questions and that within the ALC groups we need to spend more time on curriculum development.
- Susan Marcum explained the MAP results with charts and graphs of the specifics. Willard scored very well. It was mentioned that we should celebrate the results and recognize the efforts required of everyone to get those results.
- Eric relayed information about the furniture that has been ordered as well as the marker boards, cork strips, pencil sharpeners and baby-changing station.
- Eric and Jolene explained that parents are able to access student's schedule, attendance and grades through SIS. We were reminded that SGP, SGT and SGS columns are all visible and need to match. Parents are also able to see tardies if we mark them. Teachers are to try to update grades weekly. Lynn emailed parents to explain how her grading system works in order to help them understand what they see on SIS. Jolene said that about 65% of the parents have signed up to view SIS information and that about 90% of the parents have submitted an email address. So far, the system is getting about 100 'hits' a day.
- There is a module available for \$750 that would allow teachers to update assignments daily for parents to access. Middle School has used this with some success but it was hard for teachers to keep assignments current. It seemed that parents appreciated an email about upcoming tests, etc. about as much as access to all assignments.
- It was stressed that we need to educate parents about our grading procedures.
- One of the CSIP goals is to improve communication with parents. Access to SIS seems to have helped since the website is so busy sometimes that parents are not able to access it.
- Jay provided a chart explaining the Willard grading procedures and what needs to be changed on the SIS defaults so that the grade book will match what we actually do.
- Jolene explained that it is important to get out of SIS when they announce a backup will be done. If SIS is open when a backup is being done, the entire

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

grade book data can be wiped out. Also, if the computer should crash during the day, we need to restart SIS and close it correctly to be sure that the correct data is saved during the backup.

- Mary Ellen mentioned that we need more parents on the steering committee and, with the approval of the members, she will contact two parents.
- We were reminded of the new agenda forms that we need to use which indicate how the agenda item relates to our goals.
- Cathy mentioned that the advisement center is planning more ways to recognize students for their academic achievements.
- Cathy also encouraged teachers to sign up for after-school tutoring and emphasized that it could be counted for Career Ladder
- Melissa explained Willard's involvement in the Missouri Reading Initiative pilot program that allows up to get training for free. She said that the English department is applying some of the strategies successfully and thanked everyone for their interest in the informational meeting.
- Chris reminded everyone about last year's desire to limit the interruptions to class time and noticed how many interruptions we have had already this year.
- Susan Parrish expressed some concerns about the lack of water or a restroom in the teachers' work room. Also, window coverings are still on the list of things many teachers feel we need.
- Members were asked to email Mary Ellen with the name of the person who is representing each ALC team.
- Members were asked to stress to all ALC teams the importance of having the grade book correctly configured.

Meeting adjourned at 3:55

Minutes submitted by Nancy Ipock