

Willard High School

Steering Committee Minutes

January 31, 2007



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:

Also present: Don Tuck, Eric Ramsey, Debbie Jones, Tammy Conner, Phil Wickwar, Cathy Bolek, Natasha Botty (Susan Parrish's student teacher),

- Susan Parrish reported that the only input she has received about the finals schedule was complementary. Tammy and Debbie talked about all of the disruptions that the office incurred during finals. Parents called to give permission for students to leave. Calculating absentees was difficult. Students were in the hallways, etc. Eric commented that the atmosphere was not conducive to test taking. Some of the disruptions were caused by students going to the Alt school, to OTC and to A+ tutoring. It may be time to rethink finals. Several suggestions were made that might improve the situation. For example, a teacher might pace the final like other timed tests by giving segments of the test to students periodically throughout the test time. Mr. Tuck questioned why we use the existing format rather than a 2-day test schedule. One idea was that a teacher who needs longer than one class period for their final could use both days for their test. A little of the background and some reasons for the current testing schedule were explained. One reason for the 3-day finals schedule was to insure that students would have their tests spread out over time with no more than 3 tests on any one day. Another reason for the schedule and the 90-minute finals was to give students experience with longer finals prior to college. Each ALC team is to discuss ideas about finals and send feedback to Mr. Ramsey. We will receive a questionnaire asking how much time our finals actually take, how much time students need to prepare for the finals, etc.
- Cathy has received some input about the At Risk and RTA programs, but asked that all groups submit their ideas.
- MaryEllen said we need to begin planning for the transition to a new co-chairperson. In late March, we will begin sending agenda items to Lynn. We need to consider people who would co-chair with Lynn when MaryEllen's two-year term ends. A new person should start in April.
- Susan mentioned a problem she is having with inconsistencies in the SIS Gradebook. Jolene reiterated that there are some random problems when anyone still has SIS open when the office does the nightly backup. They will begin announcing when the backup process begins and when they are finished.
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The Steering Committee does not make decisions; we guide the staff in order to reach a consensus.

- Everyone needs to be completely out of the SIS during the backup process. Even the sign-in screen should be closed.
- Chris said that his group is getting information about weighted classes. For example, they are collecting data about which other schools have weighted classes; what classes other schools weight; and which universities acknowledge weighted grades.

Meeting adjourned at 3:40
Minutes submitted by Nancy Ipock