



Willard High School
ALC Advisory Committee Minutes
November 14, 2007

Members present

Math: Emm Foster (co-chair)	Fine Arts: Robin Mason
Business: Marcella Schnakenberg (co-chair)	Science: Lynn Crandall
History: Jim Davis	Health/PE: Phil Wickwar
Foreign Language: Susan Parrish	Special Ed.: Judy Scroggs
Student Services:	Communication Arts: Kate Spangler
Vocational: Terri Hession	Administration: Stewart Pratt

Also Present: Ginny Reding, Eric Ramsey, MaryEllen Butler, Carolyn Nixon, Connie Dunn, Michelle Schmidt

I. **Minutes:** Minutes of the October 24 meeting were approved.

II. **Unfinished Business:** None

III. New Business

A. Semester Finals

Susan presented a draft copy of a three-day finals schedule. She mentioned that attendance was a problem during first semester finals last year, but that it was better during second semester when we stressed the importance of finals to all students, teachers and parents. Mr. Pratt presented a draft copy of a two-day finals schedule. He reiterated that improved attendance rate is one of the building BSIP goals. His rationale is that a 2-day schedule could still provide 80-minute tests with less 'down time' where students might sign out. Each ALC team should discuss the proposals. A motion was passed to have a special meeting on Monday after the regular ALC team meetings to discuss the feedback about the proposals.

B. Freshmen Transition

In Cathy's absence, Mr. Pratt explained some of the ideas about how to incorporate a Freshmen Transition activity into the schedule. The ideas include going to the Middle School to discuss the High School's expectations and having the incoming freshmen come to the High School building for an orientation. One possibility is to have the freshmen come by themselves a day before classes start. They could go through the schedule, check out their lockers, have lunch, and have an assembly to explain the expectations. One department will be selected to call other schools to see what they are doing and make a proposal for how we might schedule such a day.

C. Undergraduate Honors Recognition

Mr. Pratt explained that the idea is to recognize students for their achievements, not just academics. This might be done during the day in front of all students or at night for parents. The office could recognize students for good attendance. We might recognize students who have improved or excelled. May 6 will be Senior Honor's night.

IV. Book Study: Chapter 3 is entitled *Common Routes to Failure and How to Avoid Each*. The chapter makes us reflect on all of the steps that we have taken in the ALC process. One observation is that people may seem to be lazy or not willing to change. However, without buy-in, people don't feel that a task is important, so they may not do it. Several concerns were brought up. We have had a lot of changes in faculty since the process started. New teachers don't have the same buy-in to the process that people have who have been part of the ALC process for some time. On the positive side, the ALC process has made us more aware of the whole picture and how any decision affects everyone, not just ourselves. It is important to remember that consensus is not always unanimous.

Meeting Adjourned: 3:50 p.m.

Submitted by: Nancy Ipock

Next Meeting: Wednesday, November 28, 2007 at 2:50 p.m. in the library.

Special Meeting: Monday, November 19, 2007

The ALC Advisory Committee heard feedback about the semester finals from each group. A motion was passed to investigate the possibility of having one test on Wednesday, three on Thursday and three on Friday. If that is not feasible, we will try to work out the problems with the existing proposal for a two-day finals schedule.