

CURRICULUM COMMITTEE MINUTES

September 11, 2007

The Curriculum Committee was called to order at 2:45 p.m. in Conference Room A. Those present were Tammy Beckham, Ron Daniels, Ann Garrett, Melanie Gulley, Frank Hartman, David Kassner, Rob Knutson, Quinn McClure, Paula Ramirez, Steve Shifflet, Julie Shaw, and Frank Winchester.

- I. Ms. Garrett moved and Mr. McClure seconded to approve the August 29, 2007 minutes. Motion carried.

II. Reports

A. Administrative Communication

1. Curriculum Committee & Department Meetings – Mr. Daniels distributed a list of Curriculum and Department meeting dates for 1st semester.
2. Picture Re-Takes – Picture re-takes will be Thursday, Sept. 20th in 119H from 8:00 a.m. – 3:00 p.m.
3. Homecoming –
 - Sept. 20th – Parade – 2:00 p.m.
 - Sept. 21st – Assembly 9:30 – 10:30 a.m.
 - Sept. 21st – Decorate Gym – 1:00 p.m.
 - Sept. 21st – Football Game – 7:00 p.m.
 - Sept. 22nd – Homecoming Dance – 8:00 p.m.

A bell schedule for Friday, Sept. 21st accommodating the assembly will be distributed at a later date. Mr. Daniels requested that all staff help monitor students during the assembly. Please seat yourselves among the students. Call Mrs. Gulley if you have any questions.

4. Inservice – Sept. 21st – We will run a Four Block Half Day schedule with student dismissal at 11:55 and buses at 12:05. Inservice will begin at 1:00 p.m. in the Auditorium with showing of the Blood Borne Pathogens video. Immediately following the video, Mr. Daniels will briefly address faculty and staff. The remainder of the inservice time will be spent in Office 2007 training. You will receive a memo from Mrs. Beckham with additional information regarding the training.
5. SOCS – Sept. 13th – A short presentation on SOCS: Parent Access Location will be presented at 3:05 Thursday, Sept. 13th in the Auditorium. A letter to parents about SOCS will be included in the mid-term report mailing.

B. Department Communication

1. Mr. Kassner expressed concerns with PowerPoint and pop-up virus scan notices. Mr. Knutson stated that steps are being taken to eliminate the virus scan pop-ups.
2. Mr. McClure inquired about semester exam schedules. Exams will be given on Dec. 19, 20, & 21st. An exact schedule showing times and days for each exam will be distributed closer to those dates.

III. Discussion Items

- A. STRIVE – A STRIVE meeting is currently scheduled for Thursday, Sept. 13th at 9:00 a.m. STRIVE is hosted by Mrs. Christine (Beckert) Renth and the Rotary Club. Meeting dates may rotate in the future so that the same class is not affected each time.
- B. Reading Time – The “Drop Everything and Read” session should be 20 minutes for reading and five minutes for reflection. Scheduling may be re-considered in the future regarding class time affected.
- C. Classroom Procedures – Mr. Daniels addressed Committee members regarding the following:
 - 1. Hallway Passes – Every student should have a pass if they are out of the classroom. In addition students should sign out when leaving class and sign back in upon return.
 - 2. Eligibility Posting – Teachers are doing a good job with posting of eligibilities. Only 2-3 teachers had to be contacted to post.
 - 3. Homework Hotline – Tammy Beckham’s office will begin to check Homework Hotline numbers. If yours is not working, please inform Mr. Knutson or Mr. Abell.
 - 4. Classroom Assistants – Teachers are reminded to take attendance on their assistants.
- D. Department Meeting Reports – Mr. Daniels again requested reports from Department Chairs on department meetings. Sample reports from the Science and Math departments will be distributed to other Department Chairs. Mr. Daniels also requested a flow chart of classes from each department.

Mr. Knutson Reported:

- 1. September 24 – Students register with Rend Lake College for Dual Credit Classes
- 2. September 25 – WIN Curriculum Training
- 3. October 4 – Career Cruising Training

IV. The next Curriculum Committee meeting will be Monday, October 1, 2007.

V. Mr. Shifflet moved and Mrs. Shaw seconded to adjourn. Motion carried. The meeting adjourned at 3:16 p.m.