

## CURRICULUM COMMITTEE MINUTES

November 12, 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, Frank Hartman, David Kassner, Rob Knutson, Quinn McClure, Paula Ramirez, Hannah Rodgers, Julie Shaw, and Steve Shifflet.

- I. Mr. Daniels distributed revised minutes for the October 29, 2007 minutes. Mrs. Beckham moved and Mrs. Shaw seconded to approve the revised minutes. Motion carried.
- II. Reports
  - A. Administrative Communication
    1. Department Meetings – Thursday, November 15 – 8:15 a.m. in the Auditorium.
    2. 2<sup>nd</sup> Quarter Mid-Terms – 2<sup>nd</sup> Quarter Mid-Term is Friday, November 16. Grades should be posted by 8:00 a.m. Wednesday, November 21.
    3. School Discipline Committee – The School Discipline Committee will meet at 6:00 p.m. on Tuesday, November 27 in Conference Room A. A reminder memo will be sent to those who volunteered to serve on the committee.
  - B. Department Communication
    1. Mrs. Rodgers reported that four art portfolios were presented at RLC, one student won a tuition waiver for one year and another won a \$500 scholarship.
    2. Mrs. Garrett reported that a study of years 2004 through 2007 show that library and computer lab use is up. Numbers were taken from sign-in sheets used in the library and lab areas.
    3. Mr. Kassner was pleased to again recognize that two of his department's teachers, Mrs. Nikki Bauer-Prost and Mrs. Holly McKay, are newly certified National Board Teachers.
    4. Mrs. Beckham reported that she and Mr. Daniels will soon begin work with the School Improvement Committee.
    5. Mr. Hartman echoed his pleasure that a member of his department, Ms. Jessica Pilson, was also a newly certified National Board Teacher.
    6. Mr. Knutson reviewed several documents recently emailed to faculty and staff from the Technology Services Department. He discussed procedures for Skyward's Family Access and the Computer Lab Procedures/Directory. The Acceptable Use Policy agreement for internet use on campus will be placed in faculty and staff mailboxes and then collected sometime in the next two weeks. Student agreements will be distributed 2<sup>nd</sup> semester. Lastly, Mr. Knutson asked everyone to look on the website at our "Points of Pride" and to be sure to forward any achievements that could be acknowledged.
- III. Discussion Items
  - A. The School Discipline Improvement meeting is set for Tuesday, November 27. If anyone has any suggestions, please send Mr. Daniels a note or email before the 27<sup>th</sup>.
  - B. Mrs. Beckham is forming a School Improvement committee. She expressed appreciation for all volunteers and said they are still in the process of contacting all recommended members.

- C. Mr. Daniels reported that he is hearing positive comments about the Math/Writing efforts. Teachers are doing an excellent job of incorporating this learning into their regular lesson plans, thereby reinforcing the fact to students that math and reading are important in all curriculum areas.
  - D. Mr. Milt is trying to arrange for Mr. Louis Martinez, motivational speaker from the International Center for Leadership in Education, to speak here before the end of the 1<sup>st</sup> semester. We plan to incorporate student assemblies as well. More information will be given when plans are finalized.
  - E. Mrs. Gulley is working on attendance incentive rewards. Suggestions are welcome. Rewards will possibly be distributed during class in order to provide peer recognition.
  - F. Mr. Daniels distributed a tentative semester exam schedule. Notably different from past years is the fact that there will be two exams rather than one given on the last day before Christmas break. Schedules will be distributed to all faculty and staff when finalized.
  - G. Mrs. Beckham asked for ideas regarding the Christmas Gala. Since complaints were received about the lunchtime gala last year, Mrs. Beckham asked for feedback on having a breakfast gala. Administration would provide the breakfast and gift drawings would still be held. Please email any ideas to Mrs. Beckham.
- IV. The next Curriculum Committee meeting will be Monday, December 3, 2007.
  - V. Mrs. Beckham moved and Mrs. Rodgers seconded to adjourn. Motion carried. The meeting adjourned at 3:23 p.m.