

## CURRICULUM COMMITTEE MINUTES

October 21, 2008

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

- I. Mr. Mays moved and Mrs. Shaw seconded to approve the September 22, 2008 minutes. Motion carried.

### II. Reports

#### A. Administrative Communication

1. Department Meetings – Thursday, October 23 – 8:15 a.m.
2. Children’s Theater – Performances are scheduled for October 23 & 24 at 9:30 & 12:30 both days. Performances for the general public will be Sat., Oct. 25 at 7:00 p.m. and Sun., Oct. 26 at 2:00 p.m.
3. Wednesday, Oct. 29 – 2:00 p.m. dismissal (Short 7) – Please pick up/put away items in your rooms. Make sure technology items are available. Mr. Knutson requests that you leave remotes (VHS & Projector) on the corner of your desk.
4. MVC Sessions - Teachers are expected to attend four Mt. Vernon Conference sessions each day (Keynote counts as one) including those assigned sessions. Master CPDU Evidence of Completion forms should be turned into the Main Office. Do not turn in copies. The masters will be returned to you.
5. Parent/Teacher Conferences – Parent/Teacher conferences are scheduled for Thursday, Nov. 6 from 3:30 p.m. – 7:00 p.m. and Friday, Nov. 7 from 8:00 am. – noon. Soup and sandwiches, and pies will be available in the cafeteria after 2:00 p.m. on Thursday. Students will not be in attendance on Friday, Nov. 7. Teachers are dismissed at noon.
6. Data from Parent/Teacher Conferences – Please turn in to the Main Office by Wednesday, Nov. 12. Record any other contact that occurred with two weeks of the conference. Data requested is on contact numbers, not individual information regarding the conference.
7. Thursday, Nov. 6 – This will be a 7 Period day with a 9:00 a.m. start and a special schedule as follows:

Period 1	9:00 – 9:33	33 minutes
Period 2	9:38 – 10:11	33 minutes
Period 3	10:16 – 10:49	33minutes
Period 4	10:54 – 11:27	33 minutes
Lunch	11:27 – 12:12	45 minutes
Period 5	12:12 – 12:44	32 minutes
Period 6	12:49 – 1:22	33 minutes
Period 7	1:27 – 2:00	33 minutes
8. Safety Committee Meeting – Wednesday, Nov. 19. (During the day – time will be determined later.)

B. School Improvement Report –

1. A Math Consultant will be here Monday & Tuesday, Oct. 27 & 28. Math Department members will meet Sunday evening, Oct. 26.
2. Final changes/corrections to course descriptions should be sent electronically to Mr. Daniels. Final course descriptions will be presented to the Board of Education at the December meeting.

C. Technology Committee Report –

1. There has been an increase in network mischief in labs and classrooms. Please monitor students closely and call Rob Knutson or Greg Poole if you see anything suspicious.
2. Mr. Knutson reviewed the process for technology service requests. Fill out the Technology Services Request form and turn in to Rob Knutson or Greg Poole. There is a gray button on the right side of the website exclusively for those forms. You may also call Mrs. Thomas (ext. 5600) in the CTE Office with your request. The technology staff tries to get issues resolved within 24 hours. In many cases, Mrs. Thomas will provide a follow up call to make sure your problems have been corrected.
3. Mr. Knutson announced that the Mt. Vernon Township High School Foundation project for this year is to fund a new Writing Lab. The lab will be located in the Library.
4. Mr. Knutson also gave instructions for faculty/staff to access other forms and information. Go to the gray tabs running down the right side of the website and click on “Resource Access”. That will take you to a sign-in page. The email address is: [faculty@roe25.com](mailto:faculty@roe25.com) and the password is “together”. When the new page pops up, look at the tabs across the top. The first tab in the third row down is “Faculty Resources”. Click on that for blank forms and information.

D. Department Communication

1. Music – Mr. Winchester gave dates for the following upcoming events:
  - A. Sat., Nov. 1 – IMEA Festival at SIU-C and Marching Rams at Cedarhurst at 1:00 p.m.
  - B. Sun. & Mon., Nov. 2 & 3 – Quad State Choral Festival at Murray State University.
  - C. Tuesday, Nov. 4 – Fall Concert Choirs and Orchestra – 7:30 p.m. in the Auditorium.
  - D. Wednesday, Nov. 5 – Orchestra County Tour
  - E. Sat., Nov. 8 – IMEA Jazz – McKendree University
2. Art, P.E., English, Math, Social Studies, Science – No reports.
3. Guidance – Mrs. Gulley reported that the EXPLORE test will be given to freshmen in the morning on Nov. 18. The PLAN test will be given to sophomores in the afternoon of Nov. 18. Mrs. Gulley will work through the English Department to coordinate the testing.
4. Federal Programs – Mrs. Beckham is exploring information regarding 9<sup>th</sup> Grade Academy. She will be planning a November visit to other schools and would like

teacher representation. They will be headed north for a two day trip. If anyone is interested in taking part, please contact Mrs. Beckham.

III. Discussion Items

- A. RtI – (Response to Intervention) – Mr. Daniels explained that every school must have a plan to respond to intervention. RtI is mainly targeted at the grade school level, and as a high school is more difficult to put a plan together. Debbie Thomas, who was recently hired by Franklin/Jefferson Counties Special Education as a RtI consultant, will be invited to come to MVTHS sometime in November. The visit will be planned on a Thursday morning. The goal of the plan is to help keep students from failing.
- B. PBIS – Mr. Daniels thanked everyone for their efforts and reported that students are responding well to the new red tickets. There will be a drawing Wed., Oct. 29 with red tickets only. Be sure to turn them in by lunch time on Wednesday. Mr. Daniels thanked the PBIS team for their idea to assign seating in the gym for the assembly. Response to the seating was positive. One Department Chair mentioned that there has been a noticeable increase in hall traffic during class time. Mr. Daniels asked that faculty members exercise more control over the amount of traffic during class, especially involving assistants.
- C. Textbook Requests – If any departments submitted small orders, those orders are being processed at this time. We hope to have local tax money by next week, enabling us to have all other textbook requests taken care of by the middle of November. Mr. Daniels also asked that teachers start thinking about new textbooks, as this is our year for the Illinois Textbook Loan Program.
- D. Red Ribbon Week – Mrs. Beckham announced that red bracelets will be distributed to students during Period 1 on Monday, Oct. 27. Red lanyards for faculty/staff members have been donated by the Elks.

IV. The next Curriculum Committee meeting will be Monday, November 17, 2008.

V. Mr. Mays moved and Mrs. Beckham seconded to adjourn. Motion carried. The meeting adjourned at 3:25 p.m.