

CURRICULUM COMMITTEE MINUTES

February 11, 2008

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

I. Mr. Shifflet moved and Mrs. Garrett seconded to approve the January 14, 2008 minutes. Motion carried.

II. Reports

A. Administrative Communication

1. Department Meetings – Thursday, February 14, 2008 – 8:15 a.m.
2. Discipline Committee Meeting – Tuesday, March 4, 2008, at 6:00 p.m. in the Cafeteria Annex.
3. Half Day Workshops – February 20 & February 29, 2008. February 20 will be a safety workshop with Rend Lake College staff doing CPR and first aid training. February 29th will be various tech training including clicker training and smartboards. Any requests for other training should be submitted to Mr. Knutson as soon as possible.
4. Winter Assembly – Friday, February 15, 2008. The assembly will impact 1st and 3rd Blocks, beginning at 9:30 a.m. and ending at approximately 10:30 a.m.

B. School Improvement Committee Report

The School Improvement Plan is still a work in progress, but nearing completion. The first batch of ideas for the action plan has already been taken back to committees. The second group of ideas is currently being compiled and will be considered when finalizing the plan.

C. Technology Committee Report

The Technology Committee met briefly on January 17, 2008. Minutes of the meeting will be distributed to faculty/staff the week of Feb. 19. The February 21 meeting has been cancelled. The committee will meet again sometime in March. The date will be announced later.

D. Department Communication

1. CTE
 - a) February is Career and Technical Education Awareness and Appreciation Month.
 - b) The Career Fair Day will be held on February 22 in L Building.
2. English/Foreign Language/Library
 - a) The library has received a \$1,000.00 grant from the State of Illinois.
 - b) The French Department has a display of French menus in the Library.
 - c. JAVA is seeking materials.
3. Math – none
4. Science – none
5. Special Education – none
6. Social Studies – none

7. Art

- a) The JAVA art show ended Friday, February 8. Next year a ceremony for parents will be planned.
- b) The Scholastic Art Show will be held Sunday, February 17, 2008 at the Mitchell Museum.

8. Music

- a) Mr. Winchester and Mr. Mays recently attended the IMEA All State Conference in Peoria.
- b) Eight students will be included in the Heartland Honor Band activities.

9. Guidance

- a) All local scholarships are now available in the Guidance Office. Teachers should encourage seniors to stop by for applications.
- b) The Career Fair Day to be held on February 22 in L Building targets freshmen students. Other classes were invited, but if you did not send a reservation, your class may not attend.

III. Discussion Items

- A. PSAE Preparations – Departments are to continue to focus on PSAE test preparation as well as ideas for incentives to promote student scores. Administration plans to meet with juniors sometime during the first week of March to stress the importance of the test and to offer incentives for good test performance. Juniors will be made aware that the PSAE test scores are posted on their transcripts.
- B. School Improvement Meetings – Thursday Mornings – There has been lots of positive feedback from the inter-disciplinary groups. Faculty members will be regrouped at least twice before the end of the school year in order to give everyone the opportunity to hear and share new ideas.
- C. Mentoring Program – Mrs. Beckham has started assigning students to mentors.
- D. Textbooks – Department Chairs were asked to think about textbook needs, even though this is not a textbook loan year. They were asked for help and suggestions regarding lost, stolen and damaged books, incentives for care and return of books, and consequences for non-returned books. The administration is working on re-wording the handbook on issues such as being responsible for non-returned books even though fees are waived.
- E. Discipline/Handbook Suggested Changes – Administration is making small changes in discipline policy in the handbook. Any suggestions should be directed to Mr. Daniels. Currently, much consideration is being given to a stricter dress code. The Committee discussed ways to inform students of possible changes and getting feedback from them. A student survey was suggested. Statements from Committee members included that too many options in the dress code make it impossible to police; and that dress codes always meet with opposition, but have worked in other places.
- F. Supplies – Student vs. Teacher – Mr. Daniels asked Department Chairs to clarify to faculty that requests for supplies are for teacher classroom use. We do not supply students with folders, pencils, etc.
- G. Purchase Order Freeze – There is a freeze on departmental budget purchases. Unnecessary purchases will not be approved. This freeze does not apply to items purchased with grant money.

Mr. Knutson distributed PLAN Test Profile Summary Reports to Department Chairs and asked them to share the information with department members. Special attention should be given to the Early Intervention Rosters.

- IV. The next Curriculum Committee meeting will be Monday, March 10, 2008 at 2:45 p.m. in Conference Room A.
- V. Mr. Knutson moved and Mrs. Gulley seconded to adjourn. Motion carried. The meeting adjourned at 3:35 p.m.