

## CURRICULUM COMMITTEE MINUTES

March 12, 2008

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, Jeremy Mays, Quinn McClure, Terry Milt, Paula Ramirez, Hannah Rodgers, Julie Shaw, Steve Shifflet, and Frank Winchester.

I. Mrs. Garrett moved and Mr. Knutson seconded to approve the February 11, 2008 minutes. Motion carried.

### II. Reports

#### A. Administrative Communication

1. Department Meetings – Thursday, March 13, 2008 – 8:15 a.m.
2. Discipline Committee Meeting – Tuesday, March 12, 2008, at 6:00 p.m. in the Cafeteria Annex.
3. Schedule Change – Wednesday, March 19, 2008 will be a Four Block Day.
4. 3<sup>rd</sup> Quarter Grades – Third Quarter ended March 12<sup>th</sup>. Grades should be entered by 8:30 a.m. on Monday, March 17, 2008.
5. Career Fair – The Career Fair is scheduled for Friday, April 4, 2008.
6. PSAE – PSAE testing will be Wed. & Thurs., April 23 & 24. We will run a 4 Block schedule on both days. Rooms on the 1<sup>st</sup> floor of G Building will be used for testing. Mrs. Gulley is currently compiling the re-location schedule for those teachers whose rooms will be used. Friday, April 25 will be a Three Block Half day with an 8:20 start time.

#### B. School Improvement Committee Report

Mr. Daniels distributed copies the School Improvement Plan information to committee members and asked for comments and strategies for improved instruction. A full plan will be presented to the Board of Education on Tuesday, March 18.

#### C. Technology Committee Report

Mr. Knutson reported that he was very pleased with the Feb. 29 inservice and hopes to offer these same sessions again toward the end of April.

The phone technician was on campus March 12 and Mr. Knutson hoped to have all reported telephone problems corrected before the technician left campus.

Mr. Knutson announced that network backup system work was almost completed.

He also reminded teachers to apply for the MVTHS Foundation teacher grant.

Application acceptance is from March 3 to April 4, 2008. Applications should be turned in to Jane Brown in the Superintendent's Office.

#### D. Department Communication

##### 1. English/Foreign Language/Library

Mrs. Garrett reported the Library being busy, with all labs in use. The English Department is busy with JAVA and several local writing contests. She asked teachers to encourage students to submit art, poetry, etc. to JAVA for publication.

2. Math  
None
3. Special Education  
Mr. Shifflet expressed thanks to teachers for their cooperation with the IEP process. If anyone is experiencing problems with e-mail notification, please contact Leslie Capps, ext. 5315.
4. Social Studies  
Mr. Hartman announced that this is Youth & Government Week. Three teachers from his department will be gone Friday for Y&G in Springfield.
5. P. E. / Driver Education  
None
6. Science  
None
7. Music  
Mr. Winchester reported that the Operetta was a great success with over 1200 in attendance. He also reminded everyone that MVTHS will host the IHSA Band/Orchestra Contest on April 11 & 12.
8. CTE  
None
9. Art  
Mrs. Rodgers has been quite impressed with the work done by students and invited everyone to visit the displays on the 2<sup>nd</sup> floor of H Building. She also announced that several students will be entering their work this week for Cedarhurst in April.
10. Guidance  
Mrs. Gulley reviewed PSAE information already discussed and informed Department Chairs that the 1<sup>st</sup> Period on Friday, April 18 will be used to fill out pre-ID information for students. Mr. Milt asked teachers to impress on students the importance of putting forth their best efforts for the test. Mr. Daniels said he has not yet finalized plans, but will be meeting with Juniors sometime before the test days to encourage them.
11. Beckham – Grants  
Mrs. Beckham reported that the mentoring program is going well and is hopeful it will be a great benefit to students.

### III. Discussion Items

- A. Math/Writing Initiatives – Questions/Comments – Student resistance to the math/writing initiatives seems to be much less. Many teachers are incorporating these practices as part of their curriculum rather than presenting them as a separate exercise during class time.
- B. Teacher Expectation – Following Procedures – Mr. Daniels asked faculty members to remember the following procedures:
  1. Hall Passes – Individual teachers have been and will be addressed for allowing students to leave class without passes.
  2. Post Eligibilities – Many teachers have stated that the Novel reminder that popped on computer screens was helpful. Mr. Knutson will ask Mike Abell to reset that reminder.

3. Attendance – Please record attendance every period. If something keeps you from posting attendance during any period, be sure to do it before you leave for the day.
  4. Homework Hotline – Teachers are reminded to update Homework Hotline.
  5. School E-mail – Parents are utilizing the e-mail portion of our parent access on Skyward. Teachers should check and acknowledge e-mail every day.
- C. PBIS – Volunteers / Expectations – Volunteers for PBIS team (Positive Behavior Intervention & Support) should contact Mr. Daniels by Friday, March 14. The PBIS team is part of our School Improvement Plan proposal.
- D. End of Year Schedule of Events

May 9 – Last day for seniors (if exempt from exams)

May 12 – Senior Exams (Blocks 4, 5, 6, 7)

May 13 – Senior Exams (Blocks 1, 2, 3)

May 23 - Last day for underclass (if exempt from exams)

May 27 – Underclass Exams (Blocks 2, 4, 6)

May 28 – Underclass Exams (Blocks 1, 3)

May 29 – Underclass Exams (Blocks 5, 7)

May 29 – Last Day of School for Students (if no more emergency days taken)

May 30 – Teacher Institute Day

May 15 – Honors Program – 7:30 p.m. in Changnon Gym

May 16 – Graduation Practice – 8:30 a.m. in Auditorium

May 17 – Graduation – 8:00 p.m. – J. D. Shields Memorial Stadium

IV. The next Curriculum Committee meeting will be Monday, April 7, 2008 at 2:45 p.m. in Conference Room A.

V. The meeting adjourned at 3:30 p.m.