

## CURRICULUM COMMITTEE MINUTES

April 7, 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, Terry Milt, Paula Ramirez, Julie Shaw, Steve Shifflet, Jamey VanZandt, and Frank Winchester.

- I. Mrs. Garrett moved and Mrs. Shaw seconded to approve the March 12, 2008 minutes. Motion carried.

### II. Reports

#### A. Schedule of Events

1. Department Meetings – Thursday, April 10, 2008 – 8:15 a.m.
2. Discipline Committee Meeting – The meeting was held Monday, April 7, at 6:00 p.m. in the Cafeteria Annex. The committee will recommend the current dress code for next year.
3. PSAE – April 23 & 24 – Both days will be Block 4
4. Half Day Work Shops – April 25 & April 30
  - April 25 – 3 Block Half Day – 8<sup>th</sup> Grade Student Visit – Some teachers will be asked to be involved as speakers or group chaperones. Others can take advantage of a speaker scheduled by Mr. Rightnowar. Presentations will be on safety issues such as handling emergency situations, searches, firearms, etc. Also, Mrs. Gulley and Mrs. Beckham will meet with first year teachers for feedback on New Teacher Orientation and Mentoring.
  - April 30 – **7 Block Half Day** – Tech Training. Some of the training covered will be *Clickers/Chalkboard, Smart Boards, Web Page, Career Cruising, PowerPoint, All You Ever Wanted to Know About Google, and My Space.*
5. Special Olympics – May 2 at MVTHS
6. Senior Finals
  - Monday, May 12 – Periods 4-7
  - Tuesday, May 13 – Periods 1-3
7. Rotary Honors Banquet for Seniors – Tuesday, May 6
8. Baccalaureate – Monday, May 12 – 7:00 p.m. – Auditorium
9. Honors Program – Thursday, May 15 – 7:00 p.m. – Changnon Gym
10. Graduation – Saturday, May 17 – 8:00 p.m. – J. D. Shields Memorial Stadium
11. Underclass Finals
  - Tuesday, May 27 – Periods 2, 4, & 6
  - Wednesday, May 28 – Periods 1 & 3
  - Thursday, May 29 – Periods 5 & 7
12. Teacher Workshop – May 30
13. Senior Meetings – April 18 – Block 3 – Counselors meet with Seniors to gather post high school and honors information. Mrs. Gulley will place memo in teacher mailboxes at a later date.
14. Retired Teacher Recognition and Appreciation Luncheon – May 30 – Cafeteria – beginning at 11:00 or 11:30

15. Distinguished Alumni Induction – Auditorium – Friday, May 16 – 7:00 p.m.
16. National Board Certification – The window for National Board closes on June 15. The state will pay \$2,000.00 of the \$2,565.00 fee. It is not known when this opportunity will be available again. Anyone interested can contact Mrs. Garrett for more information.

B. Department Communication

1. English/Foreign Language/Library

The English Department has received the last of the entries for the Competitive Writing Talent Search. Teachers have been using the WIN Curriculum to prepare students for the PSAE.

The week of April 14<sup>th</sup> is Library Week, sponsored by the American Library Association. In honor of Library Week, our library will hold a raffle for a free book on Tuesday, April 15.

Thursday, April 17 is National Poetry In Your Pocket Day. All English teachers will have token “pockets”. If students have their own poem in their pocket and are asked by their English teacher, they will receive a token. That token may be taken to the library and exchanged for a poetry book.

Prose is still needed for the JAVA publication. Please submit by the first week of May.

2. Math

PSAE preparations are going smoothly.

3. Special Education

None

4. Social Studies

None

5. P. E. / Driver Education

None

6. Science

None

7. Music

Pre-Contest Concert scheduled for Tuesday, April 8, at 7:30 p.m. in the Auditorium. MVTHS will host the IHSA Organization Contests on Friday and Saturday, April 11 & 12.

The MVTHS Choir trip to Chicago is scheduled April 18 & 19.

The District 201 Concert is scheduled for May 1.

8. CTE

The Air Evac Lifeteam will land their helicopter on campus April 11<sup>th</sup>. The exercise will be coordinated with the Health Occupations classes.

Representatives from the Good Samaritan Regional Health Center will address freshman career education classes on April 10 & 11 in 119H.

The FFA Banquet is April 21.

Be sure to check for email sent from Mr. Knutson regarding graduate classes available from Rockford University.

The telephone technician was on campus last month and corrected most of the reported problems.

9. Art  
None

### III. Discussion Items

- A. Budgets – Faculty members will be asked to use Excel to organize, calculate and streamline the ordering process. The Math and Science departments already use this process. Mr. Kassner distributed sample spreadsheets to other Department Chairs who will explain procedures at department meetings.  
Budgets are due Friday, April 25.
- B. PSAE –  
Friday, April 18 all juniors will report to PSAE testing rooms for Pre-ID information. All first floor G Building teachers will be moved for PSAE.  
Wednesday, April 23 during Blocks 1 & 3 the ACT portion will be given. Lunch will be extended 15 minutes. Fifth Block will start at 12:45. At that time first floor G Building teachers may move back to their rooms. Juniors are excused from Blocks 5 & 7 that day.  
Thursday, April 24<sup>th</sup> is the Workkeys portion of the PSAE. School will start at 8:20 that day and testing will be completed at approximately 11:15. Juniors will be given an extra ten minutes for lunch. All juniors will attend afternoon classes.  
Bells will be turned off in G Building on testing days. Second floor G Building teachers must watch the clock for class dismissal times.  
Mr. Daniels will visit history classes sometime next week to give a pep talk to students.
- C. Attendance – Mr. Daniels expressed appreciation to teachers and asked that they keep reporting attendance properly. When necessary, please use substitute attendance forms provided.  
Homework Hotline should be kept current.
- D. Communication – Be sure to let the Main Office and Attendance Office know if you move your class. Adequate advance notice should be made for field trip requests. Room usage should be scheduled in advance through the Main Office so that Mr. Rightnowar will be informed and have the area ready for your use.

IV. The next Curriculum Committee meeting will be Monday, May 5, 2008 at 2:45 p.m. in Conference Room A.

V. Mr. Shifflet moved and Mr. Winchester seconded to adjourn. Motion carried. The meeting adjourned at 3:30 p.m.