

CURRICULUM COMMITTEE MINUTES

August 26, 2008

The Curriculum Committee was called to order at 2:45 p.m. in the Cafeteria Annex. Those present were Tammy Beckham, Ron Daniels, Melanie Gulley, Frank Hartman, David Kassner, Rob Knutson, Jeremy Mays, Hannah Rodgers, Julie Shaw, Frank Winchester, and Jena Allen.

- I. Mr. Kassner moved and Mr. Winchester seconded to approve the May 5, 2008 minutes. Motion carried.

II. Reports

A. Administrative Communication

1. Department Meetings – Thursday, August 28, 2008 – 8:15 a.m.
2. Eligibility Grades Should Be Posted August 28
3. Communication with Offices – out of class/schedule of rooms
4. Save – Attendance – Remember to post attendance for assistants.
5. Check Faculty Announcements Daily

- B. School Improvement Report – We will be working through our current plan. Professional development requests should align to our School Improvement Plan.

C. Technology Committee Report –

- a. Instructions will be sent out for Career Center usage. The key to the Career Center (206B) will be available in Mrs. Beckham's office.
- b. Service requests should be submitted on the proper form and efforts will be made for a 24 hour turn around.
- c. The phone repairman is scheduled for Thursday, Aug. 26.
- d. Reminder – Forms are available on the MVTHS webpage at the resource button.

D. Department Communication –

1. English/Foreign Language/Library
Sample prompts for writing, provided by Mr. Mays, will be placed in all teacher mailboxes.
2. Science – Mrs. Shaw noted that Tuesday, September 2 is the last day to change classes. The group discussed student class changes and commented that there seem to be many more changes than in the past. It was suggested that students, especially freshmen, do not sign up for classes so early. Concerns were raised regarding the SIU-C Student Teacher Coordinator. There are communication problems with student teacher assignments and start dates. Also discussed was the fact that student teachers should not teach dual credit classes.
3. Guidance Office – Mrs. Gulley noted that the current system (Skyward) is quicker with updates and changes. Most class size problems have been corrected through moving students. Many times balancing of classes cannot occur because of scheduling conflicts. Also, the Guidance Office will have an intern, Anessa Presley, working on Fridays.
4. Art, Math, Special Education, Social Studies, P.E./Driver Education, Music, CTE – No reports.

- E. Professional Development – Mr. Milt has discussed one main professional development trip. Lots of dollars are spent on substitutes and we are losing teaching time.

III. Discussion Items

- A. Textbooks – Needs (fill out P.O.'s) – If teachers are still short textbooks, fill out a purchase order for the necessary books.
- B. Math/Writing Initiatives – Start of Schedule – More information will be presented Thursday morning, September 4.
- C. PBIS Start – Mr. Daniels announced that beginning activities went great and he thanked the PBIS Team.
- D. Department Goals – More information will be coming. Mr. Milt will be asking departments to set goals for the school year.

IV. The next Curriculum Committee meeting will be September 22, 2008.

V. Mr. Mays moved and Mrs. Shaw seconded to adjourn. Motion carried. The meeting adjourned at 3:35 p.m.