

## CURRICULUM COMMITTEE MINUTES

February 23, 2009

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, Terry Milt, Paula Ramirez, Hannah Rodgers and Julie Shaw.

### I. Reports

#### A. Administrative Communication

1. Third Quarter Ends March 13
2. Tornado Drill March 5<sup>th</sup> at 10:15 a.m.
3. Operetta Performances March 12-14

B. School Improvement Committee Report – Adjustments will be made in the School Improvement Plan this fall. A new plan will begin in the spring. The RtI, Technology Plan, and School Improvement will all be evolving into one plan.

C. Technology Committee – Faculty/Staff are reminded to use the Technology Request Form for all technology requests. The forms are used to help ensure work is completed and to compile reports for administration.

D. Department Communication – None at this time.

### II. Discussion Items

A. PSAE Preparation – Teachers should continue working with samples and reading prompts. Many have doubled up and used more challenging prompts. Mrs. Gulley reported that juniors were given practice sets last week. Seniors who took the test last year and passed both sections of the PSAE will be rewarded. This reward is to serve as a motivator for juniors who are getting ready to take the test this year.

B. Freshman Home Visits – Teachers are asked to consider helping with home visits to incoming freshmen and their parents. Visits may start as soon as the fourth quarter to avoid conflicts with summer plans. Teachers involved with the Freshman Academy are especially encouraged to participate; however, others will be included.

C. Handbook/Discipline Suggestions – Any suggestions should be sent to Susan Talley. Mrs. Talley will be scheduling a evening meeting soon.

D. Freshman Academy Teams – Assignments for Freshman Academy teams should be announced next week. Also announced will be who will have to move. If you have any concerns, please let Mr. Daniels or Mrs. Beckham know.

E. Professional Development - Mrs. Beckham is finalizing plans for those attending the Model Schools Conference in Atlanta, GA from June 27 – July 1, 2009. If you are interested, please see Mrs. Beckham by Thursday, Feb. 26. Mrs. Beckham also requested volunteers for the School Improvement Committee. This will not be a time consuming activity. Last year they were able to complete work with three meetings and teachers will be paid for their time.

F. Registration – Mrs. Gulley reported that all students, freshman through senior, have been registered for next year and they are working on the master schedule. More finalization is needed before numbers are released.

- G. Textbook Loan – Mr. Daniels stated that textbook loan requests will be finalized next week, therefore, any requests should be submitted before Friday, Feb. 27.
  - H. Student Computer Supervision – Mr. Daniels asked that teachers supervise student computer use during class time. Computer sites visited by students should be monitored as well as making sure class time is used for educational purposes.
  - I. Homework Hotline – Most hotlines have been updated. This is an important tool used by parents, special education teachers, and resource teachers. If anyone needs assistance getting their homework hotline set up, please contact Greg Poole and let Mr. Daniels know.
- III. The next Curriculum Committee meeting is scheduled for Monday, March 23, 2009 at 2:45 p.m. in Conference Room A.
- IV. The meeting adjourned at 3:05 p.m.