

The meeting was called to order at 2:45 PM. In attendance were Brandicourt (parent), Brokamp, Chambers, Chiappone, DeMoss, Dillman, Ficklin, Filio, Hart-Tompkins, Hatch (student), Hollander, Kappers (parent), Kruze, Lazar, Lynn, Murphy (parent), Nashid, Robinson (student), Savage-Gentry, Brad Smith, J. Stewart, Thurman, Wolfe.

### **Old Business:**

1. Departments report back with learning team plans for the remaining three meetings
  - Science –course level meetings
  - Latin – creation/revision of common exams and vertical planning
  - English – working on PARCC materials and vertical alignment
  - MFL – training on Rosetta Stone; software training; working on scope and sequence
  - Social Studies – grade level groups to work on common (capstone) projects
  - Math – effective use of technology sessions; taking practice assessments; revamping alignments
  - Fine Arts - TBD
2. Supply lists – A general list of supplies by department should go out when student schedules are sent. Department chairs are asked to get a list of supplies required by each of your teachers/courses to Dr. Savage-Gentry by the end of 3<sup>rd</sup> quarter.
3. Funding for Sr & Jr high choir – Funding has been approved.
4. Discipline plan approval – A motion was made and carried to approve the Discipline Plan. The plan will go before a faculty vote at the December 1<sup>st</sup> faculty meeting
5. AP Capstone approval – After much discussion, it was decided to hold a special ILT meeting on December 17<sup>th</sup> devoted to discussion of the AP Capstone courses. Dr. Savage-Gentry will be visiting Indian Hill H.S. before this meeting to learn how they have implemented the AP Capstone courses.

### **New Business:**

1. Changes in course offerings for 11<sup>th</sup> and 12<sup>th</sup> grade students – A request was made by the English Department to make several changes in the course offerings for 11<sup>th</sup> and 12<sup>th</sup> graders. Eleventh grade English A & AA would be renamed British Literature AA; there would not be a single A offering of this course. Twelfth grade English AA would be renamed World Literature AA. The only thing changing for these two courses is their names. AP English Language and AP English Literature would stay as they are. Students in 11<sup>th</sup> and 12<sup>th</sup> grades would be able to take any one of these four courses each year and in any order. A motion was made and carried to accept this proposal and include the re-configured courses in the 2015 – 2016 course guide.
2. Forming a subcommittee to research possible master schedule changes – A request was made to research making changes to the Master Schedule, potentially in regard to bell length. A motion was made and carried by a 10 – 2 vote: Hart-Tompkins and DeMoss voting against. Any changes to the bell schedule will need to go before a faculty vote.

3. Review/discuss the policies regarding field trips and teacher permission/notification – There were concerns about teachers not following the guidelines. Teachers are reminded that notification to the office needs to be made at least six weeks in advance of the field trip, with notification/permission forms given to teachers at least one week in advance of the trip.
4. Traveling Teachers – The policy currently in place holds that as much as possible traveling teachers are given rooms within their departments, with any room being used by only one traveling teacher each day. There is no policy currently in place for the host teacher. It was recommended that teachers not be asked to host a traveling teacher two years in a row.
5. Testing Matrix – Dr. Savage-Gentry distributed a matrix with this year’s testing schedule and a second matrix enumerating next year’s Performance Based Assessment and End-of-Year Assessment dates. These will be distributed to all teachers within the next few days.
6. Procedure and limits for switching second to third lunches – Permission has been given for up to three 7<sup>th</sup> grade classes to eat during third lunch each day. Teachers should notify Mr. Chambers’ office one week in advance of the date they wish to eat third lunch.

This just in from the District’s Educational Initiative Panel – Teachers rated “Accomplished” will no longer have a formal evaluation, but will instead have a walk-through and an end-of-year conference. Teachers can request to go through the formal evaluation process, but “Accomplished” teachers cannot be rated on off years. A teacher can be put on an improvement plan at the discretion of the evaluator/administrator.

The meeting was adjourned at 3:55

Respectfully submitted,

Pam Chiappone