



WALNUT HILLS HIGH SCHOOL
S I N C E 1 8 9 5

ILT Meeting Minutes
January 27, 2016

Meeting called to order at 2:46 PM

Faculty / Parents Present: Sallie Barringer, Adrienne Brandicourt, Jeff Brokamp, Shelli Daniels, Brad Dillman, Jerron Gray, Johanka Hart-Tompkins, George Kontsis, Jeff Lazar, Ed LeBorgne, Melissa Murphy, Wadeah Nashid, Sam Pogoni Kathy Restle, Rashida Savage, Linda Sawan, Joseph Stewart, Brad Smith, Tara Ligon, Kellan Robinson (student)

Old Business:

Originator

Schedule E

Brad Smith

B. Smith recommended that each club advisor submit the new additions and drops for clubs for the 2016-2017 school year by March 2016, which includes annual goals. B. Smith recommends that clubs who do not have their attendance sheets submitted to the administration not be considered for approval. The roster for club participation should be this year's roster. Department chairs should discuss this option with their departments for further discussion in March.

7th Grade Teaming Vote – set a timeline

Brad Smith

We need to vote as an ILT if we are going to have teaming for next year. R. Savage suggested that we make a decision in March. R. Savage agreed to ask teachers interested in sharing their perspectives on teaming to attend the February ILT meeting.

Honors AA

Jeff Brokamp

J. Brokamp provided historical overview of the Honors Program. J. Brokamp proposed that Department Chairs speak to their departments regarding student participation in AA courses versus Honors programming, and we refer to our AA courses as Honors courses for each content area that provides AA distinction.

Exam Policies

Staff

B. Smith provided an overview of staff concern. The question is whether or not staff are required to give a semester exam at the end of the semester. J. Brokamp proposed that departments have discussion about what exams should be. The discussion is important to provide consistency across and within departments. Each department shared what the exam policy is for their respective departments.

J. Brokamp motioned that we set up a sub committee to review the process of exams from various departments. J. Hart-Tompkins seconded the motion. **Motion Passed. Opposed: 0 Abstentions: 0**
J. Brokamp will convene the committee and report back in the February ILT meeting.

Budgeting 2016-2017

Brad Smith

No information from Central Office regarding the budget has been provided at this time.

Teachers Taking Attendance

Jeff Brokamp / C. Johnson

The expectation was reinforced that all teachers must take attendance. 2ND bell attendance should be taken immediately. This is a professional responsibility for all teachers and can be reflected in the evaluation process for teachers.

G. Kontsis raised the issue of limited resources for Physical Education to take attendance in the gym because of a lack of technology. Brokamp suggested that a lap top be provided in each gym to help expedite this process.

New Business:

Originator

Require subs to fill out a report for teachers

Staff / Brad Smith

B. Smith motioned that substitute teachers complete a report for teachers. D. Wolfe seconded the motion. J. Stewart asked whether or not teachers could have access to AESOP so that teachers can select their subs and upload their lesson plans. J. Brokamp responded that we would speak to the district regarding whether or not they would authorize our staff to have this access.

Motion amended to add attendance to the form. **Motion Passed. Opposed: 0 Abstentions: 0**

Review teacher / student ratio overload

Staff

Reported:

1st Quarter: 154 bells overloaded. 4 teachers over 150 students: \$33,700.00 overload pay.

2nd Quarter: 140 bells overloaded: 4 teachers over 150 students: \$30,240.00 overload pay.

Testing Update

Staff

R. Savage provided an update on the testing schedule for the remainder of the year. R. Savage further informed the ILT that a formal testing proposal will be made during the February ILT meeting regarding schedule change modifications on 04/07, 04/08, 04/19 and the week of 04/25.

Winter Pep Rally Update

Staff

J. Brokamp provided an update on the Winter Pep Rally. Junior high students will be in the JH gym and high school students will be in the HS gym. The pep rally will take place during the activity bell after 7th bell. Staff have been provided with the modified bell schedule.

Grade Matrix discussion of past proposals

Staff

J. Lazar provided historical overview of the topic. J. Brokamp spoke to G. Lofton (Assistant Superintendent) regarding the issues with current system. Lofton agreed that he will engage in a discussion with WHHS regarding their proposal sometime this week.

Policies for dropping classes and AP status; clarify

Staff

There are some discrepancies between the student handbook and the course guide. B. Smith provided an overview of both and volunteered to make corrections to both items and bring it to the ILT next month for approval.

Vending machines and student eating rules

Staff

Vending machines are on all day and students are coming down to get food all day and eating throughout the building. This further poses a problem for students in study hall. J. Brokamp proposed that we turn off the vending machines during the day with the exception of before and after school, and during lunch. J. Brokamp agreed to speak to the lunchroom manager tomorrow to make this request. J. Brokamp further suggested that the breakfast machines stay on through 2nd bell for students who have late arrival. Nashid recommended that a reminder be sent to faculty regarding when it's appropriate for students to visit the vending machine areas.

Transfer Rounds – Interview panels—Lead teacher responsibilities

Staff

By February 1st we need the list of members of department interview teams, regardless if there are vacancies in the department. B. Smith provided an overview of the interview team requirements: 4 members of the interview panel are required. There is a form that must be submitted to Human Resources. Department Chairs were asked to provide copies to Joan Kuethe by Friday, January 29th. Interview committees have the option of reviewing all of the candidates that have applied for the position and the committee can pick which candidates participate in the interview process. J. Brokamp reiterated the importance of the process and selecting candidates that are highly qualified.

Department recommendation update

Staff

B. Smith reiterated the process for teaching assignment recommendations. The departments issue their recommendations to Mr. Brokamp and he will respond in writing whether or not he supports their departmental recommendation. Although the deadlines have been passed, the process will be followed.

National Day of Action February 17th

Staff

From 7:00-7:20 we will have a "walk-in" to the school day. The kids will be celebrating WHHS. It's a voluntary opportunity for teachers and students.