

ILT AGENDA
September 14, 2016

Present: Barringer, S., Brandicourt, A., Brokamp, J., Cabrera, A., Chambers, J., Daniels, S., Dillman, B., Donnelly, T., Fox, D., Gray, J., Hart-Thompkins, J., Kloth, L., Lazar, J., LeBorgne, E., Murphy, M., Nashid, W., Perdrix, M., Pogoni, S., Restle, K., Ryan, B., Sawan, L., Sella, A., Smith, Barrett, Smith, B., Sweeney, B., Wolfe, D.

Meeting started at 2:45 p.m.

Approve Minutes: Minutes from May 2016 were passed throughout the group for review. No motion to approve minutes occurred later in the meeting as intended.

Special Order of Business: Elect Co-Chair

Brokamp called for nominees for Co-Chair. Smith nominated himself, and there were no other nominees. Pogoni motioned that Brad Smith be elected co-chair. Lazar seconded.

Motion passed: 16 in favor, 0 opposed, 0 abstained

Old Business:

Originator

Rule changes for ILT

Smith

- a. Smith motioned that an "ILT Request Form" be filled out in order to add items to ILT agenda. Hart-Thompkins seconded. Discussion included: form would be available in paper and electronic format and posted on Schoology.
Motion passed: 16 in favor, 0 opposed, 0 abstained
- b. Smith motioned that discussion be limited to 5 minutes. If there is no motion in 5 minutes, then the ILT will move to the next agenda item. Pogoni seconded. Discussion included: group could make a motion to extend the discussion longer than 5 minutes if they wished.
Motion passed: 16 in favor, 0 opposed, 0 abstained
- c. Smith motioned that ILT motions be given to departments a month prior to an ILT vote. An emergency item would be considered a special order of business. Pogoni seconded. Discussion included: the idea behind the proposal is that motions would not be voted on by the ILT unless vetted by the departments. Benefits include opportunity for departments to provide feedback. A concern could be a possible delay in addressing items that are of more immediate concern. Clarifications included the process: motion would be introduced at ILT meeting, sent back to departments and voted on the following month. Emergency items would be sent to department chairs prior to the meeting. Brokamp and Smith would determine if an item is an "emergency."
Motion passed: 16 in favor, 0 opposed, 0 abstained

Learner proposal

Stewart

Tabled for next meeting. This is a point of information with no motion.

AP class excuse policy

Sweeney

Sweeney shared results of survey regarding "AP Test-takers Attendance Policy," a proposed early dismissal/late arrival form for AP students, and proposed format of how results would be shared with teachers and staff. Barringer motioned that the following motion be taken to departments for consideration prior to an ILT vote next month: 1. The school creates a form for students to fill out their AP testing schedule. Teachers, students and parents co-sign, and grade level administrators collect. 2. A master list of all students taking AP tests is compiled. 3. Grade level support staff put into PowerSchool prior to the test day names of students with excused early dismissal and/or late arrivals and excused absences due to the AP testing. If no signed form, then the student who cuts classes in the AM or PM prior to an AP test is considered truant and receives the stated disciplinary action. Nashid seconded. Discussion included: how to get information to security and in what format, clarification of enforcement and consequences for skipping.

Motion passed: 16 in favor, 0 opposed, 0 abstained.

New Business:**Two weeks of notice for displacement from classroom spaces and other restricted usage of computer labs**

Staff

Smith motioned that the following motion be taken to department for consideration prior to an ILT vote next month: teachers shall be given at least two weeks' notice for any activity necessitating staff displacement from their classroom space and/or restriction in access to computer labs. Nashid seconded. Discussion included amending the proposed motion to include "library, gyms, and any alternative learning spaces."

Motion passed: 15 in favor, 0 opposed, 0 abstained

Curriculum Night date

Staff

Smith motioned that the following motion be taken to departments for consideration prior to an ILT vote next month: Curriculum Nights in the future will not be scheduled on the Thursday after Labor Day. Hart-Thompkins seconded. Discussion included: clarification that the Thursday after Labor Day is the date for the Harvest Home Parade, a long-standing tradition on the West side.

Motion passed: 15 in favor, 0 opposed, 0 abstained

Proposed testing schedule and testing security agreement

Horn

Horn presented the proposed testing schedule for 2016-2017 and a proposed Walnut Hills High school Security Agreement for Test Examiners revised from the district's security agreement. Smith motioned that these two items be taken to departments for consideration prior to an ILT vote next month. Nashid seconded. Discussion included clarification that ILT would be voting on these exact documents.

Motion passed: 15 in favor, 0 opposed, 0 abstained

Schoolology to push out parent forms

Barringer

Barringer motioned that the following motion be taken to departments for consideration prior to an ILT vote next month: Schoolology be used to push out parent forms that do not require a signature. If funded, Final Forms will be used for forms requiring a signature. Nashid seconded. Discussion included information about WHHS potentially being a pilot school for the district's Final Forms, and clarification was given that Final Forms integrates with PowerSchool.

Motion passed: 13 in favor, 0 opposed, 0 abstained

Rename Latin classes to align with local and national standards

Pogoni

Pogoni tabled this item as a point of information. Intention is to align Latin classes so that Walnut students participating in national exams are able to compete at the appropriate level. Discussion included point that precedent suggests that it is not necessary for there to be an ILT vote with a course name change not involving a change in content. Brokamp asked guidance department to investigate some discrepancies in how Latin classes are awarded "credit" for the Honors diploma and the WHHS requirements.

Vote to pay Schedule E positions approved at April's ILT

LeBorgne

Donnelly shared the draft schedule E payments for 2016-2017. A total allocation available is \$57,499.03, representing same amount as last year with no increase. Of these, \$38,371.31 represents institutional Schedule E positions. Discussion and questions ensued. Murphy motioned to extend the time to talk. Brokamp seconded. Motion passed: 14 in favor, 0 opposed, 1 abstained.

Brokamp motioned to approve Schedule E payment under category of Institutional be approved at this meeting. All others should be taken to the departments for consideration prior to an ILT vote next month. Perdrix seconded. Discussion included the following topics: Brokamp explained that institutional positions are those directly related to the curriculum and need to be paid. Hart-Thompkins inquired about the status of language clubs, particularly Spanish Club payment in 15-16. Departments would have time to give input about what is paid and not. Adam Sella said about 60 club advisors/chairs have filled out a survey about the status and activity of their club; Sella will send to Kuethe for distribution to survey results. Smith explained that some of the half payments are due to the fact that they were approved that way last year.

Motion passed: 14 in favor, 0 opposed, 0 abstained

ILT representative for traveling teachers

Smith

Smith motioned that the following motion be taken to departments for consideration prior to an ILT vote next month: add an elected ILT representative to represent traveling teachers. Hart-Thompkins seconded. Discussion included the observation that traveling teachers have representation already through department chairs. Idea of having a non-voting representative was discussed.

Motion passed: 12 in favor, 3 opposed, 0 abstained

Professional Development day

Lazar

Lazar mentioned that this topic was clarified at the recent faculty meeting. Under consideration is how Walnut teachers participate in the district-wide professional development days. Discussion included the observation that district-provided PD varies in appropriateness for Walnut based on subject area. Brokamp suggested that decision to participate in district PD could be made on a department-by-department basis; pay and CEUs would be able to be arranged for teachers participating in PD at Walnut.

The meeting adjourned at 4:20 p.m.