

ILT MEETING
November 16, 2016

Present: Barringer, S., Brandicourt, A., Brokamp, J., Cabrera, A., Chambers, J., Dillman, B., Donnelly, T., Gerth, J., Gordon, W., Gray, J., Hart-Thompkins, J., Kontsis, G., Lazar, J., LeBorgne, E., Ligon, T., McGuire-Jay, S., Murphy, M., Nashid, W. Perdrix, M., Pogoni, S., Restle, K., Ryan, B., Scudder, K., Sella, A., Smith, B., Sweeney, B., Wolfe, D.

Meeting started at 2:45 p.m.

Approve Minutes:

Minutes from October were accepted.

Chambers motioned to approve minutes. Brandicourt seconded.

12 approved, 0 opposed, 0 abstained

Special Order of Business: None

Old Business:

AP class excuse policy

No follow up report given.

Originator

Sweeney

Schoology to push out parent forms

Barringer

It was confirmed that parents have received Schoology log in information. No motion. Additional exploration of this topic will continue.

Chalk Drawing date changed to April 21

Noland

Barringer noted that Library Book Sale is also April 21, but it is not a problem. Science and math would prefer Chalk Drawing to be after AP exams. Other departments were okay with the date change.

Discussion included benefits and drawbacks of possible alternative dates, goals and objectives of the Chalk Drawing, need to limit students out of class on that day, how Chalk Drawing coordinates with Earth Day. LeBorgne offered to help make certain that only students with a priority need are missing classes on April 21.

Smith motioned to change the Chalk Drawing date to April 21, 2016. Barringer seconded.

Motion passed: 14 approved, 2 opposed, 0 abstained

Traveling teacher document

Wolfe

Wolfe reviewed the intent of the original document to clarify the expectations for sharing classrooms; she has been receiving some suggestions about how to revise the document. The end of January is the deadline for submitting revisions to Dawn Wolfe. Discussion included that the Student Handbook is reviewed by the faculty; the teacher bulletin is produced by the administration.

Wolfe motioned to proceed with the revision of the traveling teacher document. Revisions are to be submitted by January 2017. Nashid seconded.

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

AP Capstone Seminar and AP Research Courses each receive one full

English credit

Wolfe

Wolfe reviewed the motion that students in AP Research and AP Capstone Seminar receive one full credit for English; these classes could replace the English course requirement for students in grades 11 and 12, but not in grade 10. Discussion included: a clarification about whether students could receive a double-credit such a science credit for a science research topic. This point needs clarification from the district and Board of Education that is not available at this point. Wolfe moved that we have further discussion on the topics at the five minute time limit. Nashid seconded. Motion passed.

Additional discussion focused on options about how credit could be awarded and if these options gave English an unbalanced advantage in terms of giving credit if other departments do not have corresponding credit options. Gerth pointed out that the spirit of the Capstone program is not as a replacement course; he shared the original motion that included this statement: "It would not replace any required courses, but would be offered as an elective." The original intent was not to add additional sections as these classes grew in enrollment but to extent the Capstone opportunity to other departments. Brokamp concluded the discussion that we are not able to make a motion until the district and other Curriculum Managers provide feedback/approval. Wolfe thought that a new motion should consider an inclusive approach to involve other disciplines.

New course: Survey of African History

McGuire-Jay

McGuire-Jay summarized her proposal for a semester-long course for juniors or seniors interested in learning more about African history. LeBorgne motioned to add the Survey of African History course. Wolfe seconded.

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

Review policies in the Course Guide and Handbook

Sweeney

Sweeney reviewed the original motion with the intent to correct some inconsistencies that exist in the Course Guide and Handbook. Brokamp suggested that the ILT address a few of these each month. Sweeney brought up the policy about a change in level. Handbook currently states, "On occasion, students may need to change the level (drop status) of the AA/AP course in which they are enrolled. In order to do so, students must: initiate a course level change discussion with the teacher, demonstrate that they have completed all homework and sought additional help from the teacher, request that the teacher complete a "Drop Status" form. After the teacher contacts the parents and counselor, the request will be forwarded to Mr. Brokamp for approval."

Complaint is teachers are not being notified in the process.

Smith motioned to extent the time. Perdrix seconded. Motion passed.

Discussion included the following: how counselors follow the Handbook steps and the format of the level change form, several instances/examples of times when these policies were not followed, whether students have two weeks to withdraw from a course without penalty, without receiving a "W."

Discussion continued about how students can adjust their schedule in circumstances where a student over-committed or misjudged their interest in the course, the role of the counselors in directing course decisions, how to get teachers involved consistently in the conversation, the importance of having a

time line. Sweeney clarified that this policy has to do only with changes in levels. Nashid motioned that we form a committee to examine the policies in the Course Guide. Cabrera seconded.

Discussion about timeframe and deadlines followed; each department should have representative on committee. Sweeney will chair the sub-committee. Sub-committee will provide the ILT updates and prioritize the policies given the time that it takes to discuss policies.

Motion passed: 11 in favor, 0 opposed, 4 abstained

Academic Honesty

Student Congress

Sella reviewed the Academic Honesty document and proposed that all three components (Students, Teachers, and Administrators) of Honor Code be implemented at the same time. Nashid motioned for additional discussion time. Perdix seconded. Motion passed.

Hart-Thompkins moved to accept the motion to implement. Barringer seconded.

Discussion included: how to create an action plan to honor the spirit of the statement, benefit of chunking the responsibilities of all three groups into concrete actions.

Hart-Thompkins and Barringer agreed to withdraw the previous motion. Sella agreed to create an action plan to bring to the next ILT meeting for a separate vote on each component. No motion.

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

LeBorgne

Brokamp reviewed that there were approximately \$9,000 in proposed Schedule E positions that were not able to be funded through Schedule E funding. Some of the unfunded, music co-curricular positions could be handled through the contribution of WHIP funding. An additional \$5,000 of funds is needed to cover the other Schedule E positions; that amount is now available. Smith motioned to extend the debate. Chambers seconded. Motion passed.

The current Schedule E list is about \$600 over the \$5,000 available.

Brokamp moved that the club list provided by Donnelly be approved, understanding that there is an addition of \$5,000 added to Schedule E. The \$600 overage will be resolved by a reduction for the three positions held by faculty being paid for two clubs. Nashid seconded.

Motion passed: 14 in favor, 0 opposed, 1 abstained

New Business

Originator

Teaming update

Restle

Restle passed out the 7th grade teaming pilot update.

Paper/copier update

Smith

Issue is secretaries are not getting a timely response from ProSource. Brokamp will look into this tomorrow. Paper delivery issues are solved by agreement that custodians will take paper to the copiers within 60 minutes of request.

Create an AP Shopping Week to allow student to experience an AP class first hand

Student Congress

Sella presented AP Shopping Week proposal as a handout; it will be shared electronically.

Sella motioned to take the AP Shopping Week proposal to the departments for consideration. Smith seconded.

Motion passed: 11 in favor, 0 opposed, 1 abstained

Addition of classes to the Theatre and Visual Arts departments curriculum guide

LeBorgne

Information about these courses is available on Schoology.

1. Add Introduction to Costuming to Theatre curriculum guide. Raymond-Goers is already working with students on costuming after school to support productions. This would be offered as a semester course, probably one time per year.
2. Add Prologue to Design to the Visual Arts Department curriculum guide. This course would be open to 8th and 9th graders who have already taken Art 7-8 and want to continue their art courses. The new course would eliminate Art 9 and bridge a gap in curriculum offerings.
3. Add Senior Capstone to Visual Arts Department curriculum guide

This course description is on Schoology. It would be offered as an independent study.

Discussion included how this course would fit into the teachers' and students' schedule.

Smith motioned to extend the debate on the new visual arts offerings. Brokamp seconded. Motion passed. LeBorgne motioned that all three courses be taken back to departments for discussion. Smith seconded. Discussion included: need to clarify the scheduling issues.

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

8th Grade AA Courses

Brokamp

Brokamp reviewed some of the background discussion resulting in this motion to create 8 AA Honors courses in English, SS and Science. The motion grew from wanting to meet the needs of students who are ready for an accelerated course but were not enrolled in 8th Honors. Brokamp suggested that one approach would be for English, SS, and Science each offer one section of AA Honors level next year; the courses could be offered at the same time to allow for some interdisciplinary work. Science brought a course description that models what is done in the 8th Honors program.

Smith motioned to extend the debate. Brokamp seconded. Motion passed.

Discussion included: clarification about scheduling brought up that students would only be able to take one of these AA Honors offerings, data showing that there are about 2 sections of students who would be candidates for these courses, data showing that adding math and Latin grades takes some students out of Honors, advantages being able to pursue advanced courses in a specific discipline, need to add racial data to analysis. The discussion continued with raising questions about how accelerated courses reflects the school's mission statement, how we create a true learning community, and how these initiatives are connected to AdvancED and the long-range plan.

Brokamp motioned that departments consider the idea of having one section of 8AA Honors in English, SS, and Science.

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

Meeting adjourned at 5:05 p.m.