



ILT Meeting Minutes
December 9, 2015

Meeting called to order at 2:48 PM

Faculty / Parents Present: Sallie Barringer, Adrienne Brandicourt, Jeff Brokamp, John Chambers, Brad Dillman, Doreena Fox, Bill Gordon, Jerron Gray, Johanka Hart-Tompkins, George Kontsis, Jeff Lazar, Ed LeBorgne, Melissa Murphy, Wadeah Nashid, Sam Pogoni Kathy Restle, Rashida Savage, Linda Sawan, Q Levy-Smith, Joseph Stewart, Brad Smith, Brian Sweeney, Tara Ligon, Student Observer: Adam Wissman

Old Business:

Originator

Schedule E

Brad Smith

A proposal was made that Boo Radley and Art Club be approved to receive a stipend. Evidence was provided that Spanish Club submitted a request to be included for a stipend (9/18). A concern was expressed regarding splitting a contract when there is no shared position for the French Club. Committee was asked to reconsider partial stipends for club advisors. Context was provided regarding how the sub-committee was formed originally. Presentation made on behalf of the Model UN that both advisors should be listed on contract, although only one advisor was listed. Clarification provided regarding the agreement that both advisors would split existing contract. A request was made that the Math Team count as an academic team and not as a club. The Interalliance Club and Certamen requested to be considered for compensation.

Discussion ensued regarding previous motions that were passed regarding clubs that didn't submit their paperwork on time who haven't provided evidence, and further not compensating 5 people who have more than one club before everyone gets paid at least one stipend. Discussion ensued regarding investigating whether Interalliance is being compensated through a grant from an outside funding source.

J. Hart-Tompkins motioned that the foreign language advisors in Russian and French all be compensated 100% of advisor stipend. Linda Sawan seconded the motion. **Motion Passed. Opposed: 0 Abstentions: 1**

B. Smith motioned to pay Boo Radley, Art Club, Interalliance (at 100% based on investigation funding from outside source), Spanish, Certamen, Math Team (as an academic team) be paid if the funding is available. Motion seconded by C. George. **Motion Passed. Opposed: 0 Abstentions: 3**

Test agreement

Jeff Lazar

R Savage reported on the testing agreement regarding the cell phone policy and the transfer of tests when tests are collected by another party or when a 3rd party proctors the test. The district has granted latitude in amending the agreement in these areas. It was further reiterated that the policy doesn't state that teachers are in agreement with the policy but they have received the policy.

Summer school failure notification

Brad Smith

B. Smith motioned that summer school teachers give a list of students who fail summer school to each department chair. Nashid seconded the motion.

J. Chambers suggested an amendment of the motion that the list be sent from the summer school office as opposed to multiple lists. It will be one list with each subject. This list will be in an excel spreadsheet form. Counselors, and grade level administrators will further be included in the correspondence. Amendment accepted.

Motion passed. Opposed 0 Abstentions: 0

Capping MFL classes at 30

Staff

B. Smith motioned that MFL classes be capped at 30 and if a class already has 30 students and there is no more room students have to take their second choices.

A Brandicourt asked for a friendly amendment to address only 1st level of the courses. J. Hart-Tompkins seconded the motion. Friendly amendment accepted and seconded by J. Hart-Tompkins. An additional friendly amendment made by S. Barringer that stated in less all sections of level one language already have 30 students. B. Smith accepted amendment.

Discussion ensued that we will not turn students away because of this policy. We are required to schedule every kid into some language. This initiative is strictly to balance language courses.

Motion failed. Opposed: 4 Abstentions: 8

Move AP Fair from January 13th to January 26th

Staff

Each department representative shared their departments' perspective regarding this change. Discussion ensued regarding clarification of the time period. Conferences are 5-8 and the AP Fair is 5-7.

Motion made that conference night and AP Fair be both on January 26th. J. Hart Tompkins seconded motion. **Motion passed Opposed: 0 Abstentions: 2**

New Business:

Originator

New course request

Staff

R Savage motioned that AP Computer Science be added to the course guide for next year. Discussion ensued regarding who would teach course. Clarification provided regarding no teacher identified at this point to teach the course. Discussion further continued regarding the difference between AP Computer Science A and AP Computer Science Principles.

Motion passed: Opposed: 2 Abstentions: 1

R. Savage motioned that Chinese 3 be added to the course guide for next year. J. Hart-Tompkins seconded motion. Discussion ensued that we need to either build Chinese program or give up on it in order to support the staffing for this program.

Motion passed. Opposed: 0 Abstentions: 2

W. Nashid motioned that AP English Language and Composition – Human Rights be added to the course guide. S. Barringer seconded the motion.

R Savage motioned that English 10AA, American History, and BC Honors also get new course numbers. J. Gray seconded motion **Motions passed. Opposed: 0 Abstentions: 0**

AdvancED update

Staff

December 14th is the final meeting. A document has been presented that includes all survey trend data. We will take a quick look at the survey and give a number for each indicator. As faculty groups are guided through the process it was instructed that group leaders encourage faculty to think of a 3 as functional, a 4 is highly above average, etc. Before your groups get mired in the language think about those generalities. If every group can put down 1-2 bullets per indicator. If there are groups that can't get through all of this, the latest it can be submitted is December 16th.

Attendance procedures

Staff

B. Smith motioned that the time that students get a note from the office be moved from 8:00 AM to 7:45 AM. Nashid seconded the motion.

Discussion ensued regarding miscommunication in handbook and Local School Discipline Plan. Handbook reports 7:50 AM but the LSDP states 8:00 AM. There is an interruption of instruction with the current plan. Clerical staff contends that this isn't a big issue and it can be addressed if there is a change.

Motion passed. Opposed: 0 Abstentions: 0

B. Smith reiterated that students should not be admitted into class if they have been absent and they do not have an Absence Verification Slip from the office.

L. Theobald sends out a list at 9:30AM of all students who have an excused absence for the date. At 11:00 AM Early Dismissal students are communicated as well.

Exam policies

Staff

Question is whether or not a teacher has to provide a final exam. Discussion further included an overview of the role of the grade matrix which counts for 25% of the student's exam. Parents shared varying experiences regarding this policy from their students.

Committee agreed to table this discussion until a later date.

There was a request to remind teachers that if they are giving a non-traditional exam that they should be sensitive to teachers giving a traditional exam and maintain a quiet environment.

What qualifies for study hall duty

Staff

Questions:

Are all teachers required to do study hall duty?

Are there other options for duty beyond study hall?

Brokamp stated for this year he is going to assign personnel to serve a duty in completing the study hall seating charts and we will evaluate the effectiveness of this assignment for next year. We will put it out there for people to apply for the position in the future if faculty are interested in serving in this capacity.

Meeting Adjourned at 5:15 PM