

ILT MEETING
October 12, 2016

Present: Barrett, A., Barringer, S., Bramlage, S., Brandicourt, A., Brokamp, J., Cabrera, A., Caliguri, J., Chambers, J., Dillman, B., Donnelly, T., Gerth, J., Gray, J., Hart-Thompkins, J., Horn, M., Kloth, L., Ligon, T., McGuire-Jay, S., Murphy, M., Nashid, W., Noland, K., Perdrix, M., Pogoni, S., Restle, K., Sawan, L., Scudder, K., Sella, A., Smith, Barrett, Smith, B., Sweeney, B., Theobald, L., Wolfe, D.

Meeting started at 2:45 p.m.

Approve Minutes:

Minutes from September 2016 were approved: 11 in favor, 0 opposed, 0 abstained.

Minutes from May 2016 were approved: 12 in favor, 0 opposed, 0 abstained.

Special Order of Business: Schedule for PSAT day on November 2, 2016

Restle motioned for a one-time exemption on November 2, 2016, to the ILT policy that requires all bells to meet on the occasion of a special schedule. Nashid seconded. Wolfe asked if this motion could be taken to the departments for consideration before an electronic vote. Motion amended to allow for an electronic vote by Friday, October 14, 2016, at 3:00 p.m.

Motion passed on October 14, 2016: 9 in favor, 0 opposed, 0 abstained.

Julius Caesar in-school performance

Wolfe rescinded motion since it is not possible to accommodate intended audience in the Black Box.

Old Business:

Learner

Item taken out of consideration.

Originator

Stewart

AP class excuse policy

Sweeney

After department consideration last month, Wolfe motioned the following: 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: feasibility of clerical staff pre-loading attendance into PowerSchool. Brokamp offered a friendly amendment: AP attendance will be pre-loaded into PowerSchool provided that there is funding for someone, a daily sub, to enter it into PowerSchool. Brokamp and Wolfe agreed to meet before next ILT meeting to follow-up on plans for this motion.

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

Two weeks of notice for displacement from classroom spaces and other restricted usage of computer labs

Staff

After department consideration last month, Smith motioned that 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, library, gyms and any alternative learning space. Barringer seconded. Discussion included whether this motion should apply to weekend usage and if the motion included computer carts. Smith suggested a friendly amendment to the motion to limit it to school days only and to specify that computer carts are included. Nashid seconded.

Motion passed: 15 in favor, 0 opposed, 1 abstained

Curriculum Night date

Staff

After department consideration last month, Smith motioned Curriculum Nights in the future will not be scheduled on the Thursday after Labor Day. Nashid seconded.

Motion passed: 17 in favor, 0 opposed, 0 abstained

Proposed testing schedule and testing security agreement

Horn

After department consideration last month, Brokamp motioned to approve the proposed testing schedule for 2016-2017 and the proposed Walnut Hills High School Security Agreement for Test Examiners revised from the district's security agreement. Wolfe seconded. Discussion included concerns about the wording in the testing security agreement, item #4, that stated that examiners ensure no student cheats on the test by having prior access to the test. The point was made that subsequent examiners, those who relieve the initial examiners, have no way of knowing if students have prior access to the test. A solution would be to add in parentheses that this requirement only applies to the initial examiner. There was conversation about the merits of the Pre-ACT and options for working it into the testing schedule. Nashid proposed a friendly amendment to accept the proposed testing schedule for 2016-2017 as present and the proposed Walnut Hills High School Security Agreement for Examiners with the addition in #4 that the requirement only applies to the initial examiner. Wolfe seconded. Follow up includes revising the testing agreement and distribution to the faculty. Wolfe will follow up next month on Pre-ACT discussion.

Motion passed: 16 in favor, 1 opposed, 1 abstained

Schoology to push out parent forms

Barringer

Since parents are still getting account information for Schoology, Barringer removed this agenda item.

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

LeBorgne

Brokamp presented a minor change to the Schedule E list: Kathleen Wilke should have been included on the list distributed to the departments for her work with Spanish Club. The list is updated to include her. Brokamp explained that there are more requests than available funding; in past year, different funding sources have made up this difference, but there is no guarantee for this year. Brokamp motioned to extend the conversation beyond the five minute limit. Hart-Thompkins seconded.

Motion passed: 12 in favor, 0 opposed, 1 abstained

Discussion included various criteria for determining who is paid for Schedule E, including consideration of long-standing club or those related to the curricula. Donnelly clarified that STARS was inadvertently left off of the list. Pogoni said that Antiquitas should be deleted. Certamen was not paid in 15-16 because the advisor was paid for two clubs. Donnelly presented an updated list. Brokamp motioned that he come to the next ILT meeting with a recommendation of which clubs should get paid and a rationale for these decisions. Hart-Thompkins seconded.

Motion passed: 15 in favor, 0 opposed, 1 abstained

ILT representative for traveling teachers

Smith

After department consideration last month, Smith motioned to add an elected ILT representative to represent traveling teachers. Nashid seconded. Discussion included the merits and limitations of having representation happen through the department chairs. It was noted that traveling teachers may have wanted to contribute to topics such as study hall plans. Conversation included questions about the criteria necessary to create a separate ILT representative and if concerns of traveling teachers could go to the building representative. Brokamp pointed out that every lead teacher on the ILT is given a stipend, but the traveling ILT representation would not have compensation.

Motion did not pass: 5 in favor, 11 opposed, 2 abstained

New Business

Originator

Chalk Drawing date changed to April 21

Noland

Perdrix motioned to take this date change to the departments for consideration. Nashid seconded. Discussion included noting that April 21 is the Friday before Prom and closer to Earth Day.

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

Traveling teacher document

Wolfe

Wolfe motioned that departments consider the traveling teacher document and make any necessary updates in order for it to be included in the faculty bulletin. Perdrix seconded.

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

AP Seminar and AP Research Courses each receive one full

English credit

Wolfe

Wolfe motioned that departments consider the motion that students in AP Research and AP Seminar receive one full credit for English; these classes could replace the English course requirement for students in grades 11 and 12. Chambers seconded. Discussion included concerns that AP Seminar is taught currently in the Social Studies department, and the curriculum for the Seminar course may be more oriented towards Social Studies. Members also discussion issues about this decision may create some precedent about how credits are awarded where there is some overlap in curricula among departments.

Motion passed: 15 in favor, 1 opposed, 1 abstained

New course: Survey of African History

McGuire-Jay

Restle motioned that departments consider the motion to add a Survey of African History course to the Social Studies department. Brandicourt seconded. Discussion included an overview of how interest in the course developed. McGuire-Jay shared her personal and professional interest in the importance of the course and her desire to teach it.

Motion passed: 15 in favor, 0 opposed, 1 abstained

Establish guidelines to review the school budget

Sweeney

Brokamp provided explanation that the central office does not give schools a budget; this practice was discontinued about five years ago with the end of student-based budgeting. Smith motioned that departments consider the motion of creating a sub-committee to establish guidelines and dates to review school budget to send to LSDMC and staff for approval. Wolfe seconded. Discussion included questions about how the summer school budget is determined.

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

Review policies in the Course Guide and Handbook

Sweeney

Smith motioned that the policies outlined in the ILT meeting document be brought to the departments for discussion. Hart-Thompkins seconded. Discussion included the clarification that these topics were initially brought to the LSDMC who then suggested that these be taken to the ILT because they are policies that impact students and teachers. The primary intent is to align/update the policies in these documents with actual practice.

Motion passed: 14 in favor, 0 opposed, 2 abstained

Discipline Committee recommendations

Smith

Smith motioned that departments consider the changes in the handbook proposed by the Discipline Committee and outlined in the ILT document. These will be posted on Schoology. Wolfe seconded.

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

Academic Honesty

Student Congress

Smith motioned that departments consider the Academic Honesty proposals put forth by Student Congress. Nashid seconded. Discussion included protocols for administering assessment, particularly in regards to handling cell phones, and the creation of a cheating/plagiarism form.

Motion passed: 13 in favor, 1 opposed, 0 abstained

Brokamp motioned to adjourn the meeting at 4:55 p.m. Perdrix seconded.

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