

**ILT MEETING**  
**Minutes from February 15, 2017**

**Present:** Barringer, S., Brandicourt, A., Brokamp, J., Cabrera, A., Caliguri, C., Dillman, B., Ferrara, C., Gibson, C., Gray, J., Hart-Thompkins, J., Kontsis, G., Lazar, J., LeBorgne, E., Ligon, T., Murphy, M., Nashid, W., Nims, A., Perdrix, M., Pogoni, S., Restle, K., Ryan, B., Schneider, F., Sella, A., Sherman, M., Sweeney, B., Stewart, Theobald, L., Wolfe, D.

Meeting started at 2:45 p.m.

**Review and accept minutes from January**

Minutes were distributed. Nashid voted to approve the minutes. Barringer seconded.

Minutes approved, all in favor.

**Special Order of Business:** None

**Old Business:**

**Policies subcommittee report**

**Originator**

**Sweeney**

Sweeney reviewed proposed wording for level change procedures and the recommended new form for "Request for a Level Change or Dropped Status in AA/AP" (see attached).

Department chairs and representatives shared their department's discussion/feedback about the above.

Wolfe motioned to accept the wording for level change procedures and the recommended new form as presented. Lazar seconded.

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

Sweeney reviewed the recommended wording for the Eligibility to Continue at Walnut Hills High School (see attached). Department chairs and representatives shared their department's discussion/feedback about the above. Discussion included the fact that it is problematic to require students not returning to Walnut Hills to attend summer school. The majority of the discussion involved the wording: "Students who fail one or two subjects will be required to attend summer school and attain a grade of 'C' or better." Sweeney shared an excerpt from the CTF Collective Bargaining Agreement under "Flexible Accountability System" (see attached). Pogoni motioned to maintain the original wording. Theobald seconded. Discussion involved the need to include the district office to make certain that the original wording, as well as any proposed wording, aligns with Board policy. It is important the district has an understanding of our policy in order to be able to support it.

Motion passed: 3 in favor, 10 opposed, 2 abstained

Nashid motioned to take the wording for Eligibility to Continue at Walnut Hills High School back to the departments and come up with suggested wording, particularly as it pertains to the summer school requirements. Restle seconded. Discussion included checking with Laura Mitchell to determine if suggested wording would align with district policy. There was a request for data regarding summer school grades of less than "C."

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

**Academic Honesty****Sella**

The departments reviewed their feedback about the "Implementation of the Honor Code" outlining responsibilities of students, teachers and administrators. Discussion included the role of students vs. teachers in the Honor Code, the importance of defining what constitutes academic dishonesty, and accountability for violations.

Nashid motioned that an Honor Code statement for students be developed by Student Congress. Departments will discuss how to support the Honor Code statement once written. Hart-Thompkins seconded.

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

**Discipline Committee Recommendation****Smith**

Brokamp reviewed the proposed three changes in language to the dress code, suspension and expulsion, and discipline chart /"WHHS Local School Discipline Plan" (see attached). Department chairs and ILT representatives shared their feedback about the above.

Stewart motioned to table the Discipline Committee recommendations to the next meeting in order to allow departments to discuss these three items in advance of three individual motions; some departments were not prepared to vote because they had considered the recommendations as a group. Wolfe seconded.

Departments agreed to discuss three separate motions.

Motion passed: 18 in favor, 0 opposed, 1 abstained

**Conference Nights 17-18****Smith**

LeBorgne shared proposed dates for 17-18: Curriculum Night: August 31, 2017; Conference Night for Quarter 1: September 26, 2017; for Quarter 2: November 1, 2017; for Quarter 3 and AP Fair: January 22, 2018; for Quarter 4: April 12, 2018.

Departments will take these dates back to the departments for discussion.

**Review Summer School Program****Sweeney**

Sweeney reviewed the main components of his proposal. Departments were specifically to discuss the proposal that each department develop a standard summer school curriculum for their classes. Departments shared their feedback on the topic: standardized curriculum for summer school that reflects Walnut Hill's curriculum.

Nashid motioned that each department that offers summer school create their own standard curriculum for summer school. Kontsis seconded.

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

**Schedule E****Smith**

Brokamp retracted Schedule E from the agenda; Schedule E will be discussed next meeting.

**New Business****Originator****Add an artistic director****LeBorgne**

LeBorge shared a document outlining his rationale for creating an artistic director role using .4 release time (see attached). Brokamp stated that he asked for 3 FTEs and 1 additional counselor in his district budget meeting.

Discussion involved options for funding this position, including use of .4 of these FTEs allocations or the possibility of compensation through WHIP. Brokamp suggested discussion in departments should be the

proposal to take .4 of staffing funds to pay for the addition of an artistic director; an additional music teacher would be hired for a .4 assignment so that a member of the music department has time in his/her schedule to act in the role of artistic director.

LeBorgne motioned departments discuss .4 of the FTE allocations be used to create an artistic director position. Wolfe seconded. Discussion included possibility of using ABC funds for this position.

Motion passed: 17 in favor, 9 opposed, 1 abstained

**Set a hard date on students entering a class at the beginning of each semester** **LeBorgne**

Tabled for next meeting.

**Request to even out number of students in study halls, particularly 4<sup>th</sup> bell** **LeBorgne**

Tabled for next meeting.

**7<sup>th</sup> grade teaming report and proposal** **Restle**

Restle motioned that departments discuss the extension of the 7<sup>th</sup> grade teaming pilot for another year with the intent to increase the number of teams by one for 17-18. Stewart seconded. Restle presented a packet of teaming information that included: the teaming pilot plans approved by the ILT for 16-17, 1<sup>st</sup> quarter teaming report, 2<sup>nd</sup> quarter teaming report, and feedback from the 7<sup>th</sup> grade teacher meeting about teaming (see attached).

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

**Adding Greek I and Greek II** **Pogoni**

Pogoni motioned that departments discuss the impact of the addition of Ancient Greek I and Greek II to the WHHS Curriculum Guide (see attached). Ancient Greek I would first be offered in 18-19. These courses would be open only to students in grades 9-12 and would fulfill partially the language requirement for graduation. Current faculty members are able to teach these classes. Lazar seconded.

Motion passed: 15 in favor, 0 opposed, 2 abstained

Brokamp asked for a review of the items that departments need to discuss in anticipation of a vote on motions: Eligibility to Continue at Walnut Hills High School, Discipline Committee recommendations as single items, proposed Curriculum Night and Conference dates for 2017-2018, addition of an artistic director, 7<sup>th</sup> grade teaming proposal, and adding Ancient Greek I and II.

Attachments referenced in minutes: "Request for a Level Change or Dropped Status in AA/AP," "Eligibility to Continue at Walnut Hills High School," excerpt from Collective Bargaining Agreement about "Flexibility Accountability System," Discipline Committee recommendations, Artistic Director proposal, 7<sup>th</sup> grade teaming packet, Greek I and II proposal.

Meeting adjourned at 5:13 p.m.

## COURSE GUIDE (page 9)

### UNDER

#### **E. Eligibility to Continue at Walnut Hills**

##### OLD WORDING:

*College-bound students should make no less than a “C” in any subject. Students are expected to maintain a minimum grade point average of 2.0. Students who fail a semester of three or more subjects within a school year must attend another school the following year. Students who fail one or two subjects will be required to attend summer school and attain a grade of “C” or better. Seniors who fail one or two subjects expected for graduation will be permitted to repeat the courses in summer school in order to receive an August diploma.*

##### QUESTIONS:

1. Any enforcement of “C” or better?
2. Any enforcement of 2.0 GPA?
3. Any enforcement of “failing a semester of three or more subjects within a school year must attend another school the following year”?
4. Any enforcement of required to “attain a C or better” in summer school?
5. Why are students allowed to fail summer school and return and retake the course—where is this written as a policy?

##### RECOMMENDED NEW WORDING: (Counselors said these are the policies we do follow)

*Students who fail a semester of three or more subjects within a school year must attend another school the following year. Students who fail one or more subjects will be required to attend summer school, whether they are returning to Walnut Hills High School or not. Seniors who fail one or two subjects expected for graduation will be permitted to repeat the courses in summer school in order to receive an August diploma.*

##### RATIONALE: (according to counselors)

1. We cannot enforce “C or better” or “2.0 GPA”
2. We cannot remove a student from WHHS if he fails summer school—too late in the summer for family to find a new school (timing) and family can deny they were informed of the failure in a timely fashion by WHHS





## COURSE GUIDE (page 8)

OLD WORDING:

### V. GENERAL INFORMATION

#### B. LEVEL CHANGE

On occasion, a change in level (drop status) of an AA/AP course is necessary. In order to facilitate a change, the following steps must be taken:

- Teacher or student must initiate a level change discussion
- Student must demonstrate that he/she has completed all homework and sought additional help from the teacher and
- Teacher must complete a 'Change of Status' form. Teacher, student, parent and counselor will sign form.

RECOMMENDED NEW WORDING:

### V. GENERAL INFORMATION

#### B. LEVEL CHANGE

On occasion, a **change** in level or status of a student in an AA/AP course is necessary. If possible, this **change** may take the form of a schedule change to a different teacher and/or bell in a lower level course, should space be available, or a "drop status" form to remain with current teacher/bell but receive course credit for and be graded appropriately for the lower level. In order to facilitate the change, the following steps must be taken:

1. Student must demonstrate that he/she has completed all coursework and sought additional help from the teacher;
2. Teacher or student must then initiate a level change or dropped status discussion;
3. Teacher must complete a "Change in AA/AP Status" form and teacher, student, parent, counselor and principal will sign the form.

These steps should be followed before a student **change** is allowed. This **change** should occur no later than the end of first quarter/start of second quarter or for "compelling circumstances" (health/family).



## Discipline Committee Recommendations:

Proposed Language changes:

### **Dress:**

The primary purpose of the school is education, and all matters of dress and grooming must be weighed against that single objective. To that end, students should avoid dress that distracts attention from the orderly pursuit of knowledge, disrupts the educational process or constitutes a threat to individual safety or safety of the group. In addition, students are expected to maintain high standards of personal cleanliness and hygiene by making sure they are neither offensive to others nor a threat to the health of the school community. When a student's appearance is unacceptable, the student will be removed from class and required to change clothes. Exceptions must be approved in advance by an administrator. An administrator will make the final judgment on the appropriateness of student dress.

### **Some examples of inappropriate appearance:**

1. Hats, hoods or headgear not religious in nature ( in class or assemblies)
2. Underwear worn as outerwear
3. Sleepwear, including slippers
4. Pants **which expose undergarments or** skin; *shorts shorter than mid-thigh*
5. Clothing with offensive slogans, cartoons, illustrations or diagrams, that depicts or promotes illegal activities, products, or violence
6. See-through or strapless outerwear and rips or tears **above the knee**
7. Clothing that exposes cleavage, breasts, buttocks, midriff or genital area; students must be covered from shoulders to mid-thigh
8. Any clothing items that detract from the educational process.

Changes: deleted #5 "Leggings or tights worn as pants (unless covered to mid-thigh)", added "shorts shorter than mid-thigh" to #4 & renumbered after deleting leggings language.

### **Suspension and Expulsion:**

Walnut Hills High School participates in the CPS Alternative to Suspension Program (A2S) and Alternative to Expulsion Program (A2E). Students exhibiting disruptive behavior that impedes the instruction within the regular school setting will be assigned to these programs in lieu of being removed completely from a school setting. These programs allow students to continue with academic instruction coupled with activities to help the student become more aware and demonstrate social competencies in communications, decision-making and problem-solving skills.

Students are provided due process as directed by the State Legislature, interpreted and implemented by the Board of Education. The staff at Walnut Hills strives to provide the best possible learning environment for all students. To this end, the rules and regulations must be enforced without favoritism to ensure consistency and fair treatment for all.

Change: Add the following provision to suspension and expulsion:

*Any student who commits a category 2 or category 3 offense will be excluded from all after school activities and field trips for a period of 30 to 60 days after serving a suspension or expulsion. Administration will submit the names of students who are excluded to teachers, Schedule E advisors and coaches.*

Changes to the chart: Add new violation for "Alcohol/Drugs/Possession" and changed "Improper Dress" by adding Parent Contact and Detention to 1<sup>st</sup> Offense and adding Obtain proper dress "from parent & parent contact" for repeated or aggravated offenses."

WHHS LOCAL SCHOOL DISCIPLINE PLAN

The following list supplements the Code of Suspension, Expulsion and Removal:

COMMON VIOLATIONS	1 <sup>ST</sup> OFFENSE	AGGRAVATED OR REPEATED OFFENSES
Academic Dishonesty (Cheating/Violating Testing Protocol/Plagiarism)	Loss of Credit, Counselor and Parent Notification. Administrator notified.	Loss of Credit, Parent Conference, and Counselor and Administrative Referral. Saturday School/ISS/A2S
Class Cutting, Unexcused Class Absence ( <i>beyond 15 minutes</i> )	Thursday/Friday Evening School for Each Bell Missed.	Saturday School/ISS/A2S
Disobedience/Refusal to Obey School Personnel/Disruption	Thursday/Friday Evening School/Saturday School/ISS/Parent Shadowing/	Saturday School/ISS/A2S
Distributing or Posting Unauthorized Printed Material	Confiscation	Thursday/Friday Evening School/Saturday School
Eating in Unauthorized Area	Detention	Thursday/Friday Evening School/Saturday School
Fighting	Ten days A2S & SRO Notified	Expulsion & SRO Notified
Fraud/False Identification/Failure to Identify Forgery	ISS	ISS/A2S
Harassment/Sexual Harassment/Intimidation/Electronic Harassment/Bullying	Parent Notification/Removal & SRO Notified	Court Referral/ISS/A2S & SRO Notified
<i>Improper Dress (see student handbook)</i>	<i>Obtain Appropriate Dress &amp; Parent Contact &amp; Detention</i>	<i>Obtain Appropriate Dress From Parent &amp; Parent Contact &amp; Thursday/ Friday Evening School/Saturday School</i>
Leaving School Grounds Without Permission	Saturday School + One Thursday/Friday Evening School for each bell missed/ISS+ One Thursday/Friday Evening School for each bell missed.	Saturday School + One Thursday/Friday Evening School for each bell missed/ISS+ One Thursday/Friday Evening School for each bell missed.
Littering	Work Detail/Detention	Work Detail/Detention
Loitering On Campus/Unauthorized Presence	Warning and Parent Notification	Detention, Revocation of Late Arrival or Early Dismissal Privilege and Parent Notification
Profanity	ISS	ISS/A2S
Reckless Driving	Temporary Suspension of Parking Privileges, Thursday/Friday Evening School	Elimination of Parking Privileges/ Saturday School/ISS/A2S
Tardiness to School	Detention or Thursday/Friday Evening School (If Class Period is Missed)	Detention and/or Thursday/Friday Evening School/Saturday School/ISS
Tardiness to Class	Noted	3 <sup>rd</sup> offense in a quarter-DT/Friday School/Thursday/Friday Evening School/ Saturday School
Tobacco/Smoking/Possession	ISS	ISS/A2S
<i>Alcohol/Drugs/Possession</i>	A2S	A2E
Truancy: <u>multiple or habitual unexcused and unauthorized absences (off campus)</u>	Thursday/Friday Evening School/Saturday School/ISS/A2S/Referral to Visiting Teacher	Thursday/Friday Evening School/Saturday School/ISS/A2S/Referral to Visiting Teacher
Unauthorized Parking on Campus <u>Students with permits:</u> <u>Students without permits:</u>	Warning/Revoke Permit Friday Evening School/Saturday School/ISS	
Display and/or Use of Electronic Communication and/or Entertainment Devices	Confiscation/Parent Retrieval from Grade Level Administrator on the third school day or later.	Confiscation/Parent Retrieval from Grade Level Administrator on the 3 <sup>rd</sup> school day or later and assignment to Thursday/ Friday Evening School/Saturday School
Unauthorized Sales	Confiscation and Referral to Administration	Confiscation and Referral to Administration; Thursday/Friday Evening School/Saturday School
Unserved Detention	Thursday/Friday Evening School/Saturday School	Thursday/Friday Evening School/Saturday School /ISS/A2S
Unserved Thursday/Friday Evening School	Saturday School	Saturday School/ISS/A2S

**Questions concerning infractions should be referred to the grade level administrator. Inquiries about DT should be directed to the staff who assigned it.**

<b>Department Duties</b>		
Represent Fine Arts Department at ILT meetings	7-8 meetings per year	
Department Meetings	7-8 per year (Should be 21-24 per year .Music, Theatre, Visual Arts should all have separate meetings)	
Represent Fine Art Department at Curriculum council meetings	8-9 meetings a year.	
Represent Fine Arts Department at all new student registrations	3 per year	
Work with Fine Arts Department and Administration on setting up teaching schedule for the following year.		
Contact with Alumni - Travel, Fine Arts Department Needs, Fundraising events, New Concert series		
Setup and maintain calendar for Auditorium, Black Box Theatre and Schott Recital Hall. Keep calendar and book all internal and external group requests. Facility preparation for each event.(Recital Hall) Responsible for paperwork and collecting fees.	23-25 Concerts per year. 15-20 Theatre performances per year, 2 Visual Arts shows per year. 5-7 Guidance events, 8 Student Congress Meetings, 3-5 Quiz Team matches, 5-7 Recitals a year , 8-10 Outside group events	Currently book Recital Hall *****
Department contact with Custodial staff (concert, production and art show needs), Athletic department (rehearsals scheduling and conflicts) Security for events		
Overture Award Chairperson - Collect materials from all departments to submit for scholarship competition.		
Approve and plan field trips and secure all bussing for off campus field trips.		
Fine Arts website updates and maintenance		
Communication - Facebook, Twitter, Instagram (Currently non existent)		
Gather information from music department for WHIP newsletter. Begin Fine Arts newsletter in 2017-2018 school year. Music newsletter already going out.		
Schedule guest artists - set up hotel, airport pick up etc....		
Attend trips with ensembles		
Send emails regarding arts competitions and summer arts camps.		
Obtain and disburse scholarship information to seniors.		
Assist in coordination of integrating Performance and Visual Arts events- i.e., (1) selling handmade crafts and art for music and theatre performances. (2) Combining talents in Art Dept (students) to help with set design or backdrops.		
Plan and manage a Fine Arts fundraiser evening. - Similiar to CCM moveable feast		
<b>Music and Theater Duties (1300 Music &amp; 420 Theater students)</b>		
Maintain contact with WHIP exec board (point person) - Finance Meeting - General WHIP meeting	3 meetings a month 27 meetings a year. 60-90 minutes per meeting.	*****
Fundraising Chairperson 3 major projects - Setting up with company, assisting with kick off days, money and order collection, product disbursement, problem order resolution.	2016-2017 (\$73K in sales)	*****
Manage WHIP Budget - Set budget with the assistance of WHIP treasurer and staff feedback. Collect requests/receipts from each department member. Keep budget on track throughout the year. Manage WHIP Paypal account and disperse and organize funds		*****

Setup and run 1 spring and 1 summer audition for incoming students. Communicate with CPS elementary teachers and parents to discuss audition requirements and expectations. Ongoing communication with incoming parents in regards to audition and placement.		
Assist with Development Fundraising - Walnutfest, Scholarship fundraising, sponsorships		
Concert set-up (Chairs, Stands, Sounds Shell, Choir Risers, Percussion equipment)		
Private lesson teacher management - Currently 25 teachers. Hiring, Background checks, badges, scheduling, email communication about school activities and conflicts.		
Solo & Ensemble Contest - Enter student information into OMEA Portal - Obtain accompanist and make schedule for rehearsals. Attend S& E events in January and April. Typically 8am-5pm	2 times a year.	
Piano tuning - Schedule and maintain piano tuning throughout the year. 16 pianos in total		
Honor Band/Choir/Orchestras - Registration/ audition music distribution	4 times a year.	
Charms database - Data entry and management (Student records, group email, music library)		
CYSO - auditions in fall - Organize and point person. 6 days typically Noon-8pm		
Schedule and point person for all outside performances - ie - jazz combos	20-25 a year.	
Band locker assignment and maintenance (350 band lockers)		
Evening Event "So you want to be a Music Major" - Program for parents and students thinking about music in college		
Lead the process bringing Theatre arts into WHIP		
Instrument repair and maintainance - Approximately 100 school owned band instruments - Collection of rental fees and paperwork		
Start concert series in Recital Hall (Small group performances by Walnut students)		
<b>Visual Art Duties (990 students)</b>		
Creation of Visual Arts Fundraising Events/ management		
Co-ordination with Walnut Visual Arts, Manifest (gallery, artist in residence) and U.C. (DAPP)		
Art Exhibits: Assist in coordinating and providing transportation of artwork to Library or place of Show (DAAP, XU, Art Academy)		
Work towards better purchasing program (supplies)		
Work with building safety rep and plant operator to make sure we don't have equipment issues/chemical issues.		
Assist with after school art programs		
Provide assistance in final presentation of artwork for shows (matting artwork)		
Assist in obtaining artists and retired teachers for judging CPS Exhibits (City Wide art show)		
Assist with Chalk drawing and earth day events.		

## **FOR THE ILT DISCUSSION ABOUT ENFORCING OUR OWN POLICIES:**

**From the CPS BOE and CFT Collective Bargaining Agreement 2014 on pages 12-13 under “Flexible Accountability System” it reads:**

*Purpose: “Individual schools in the district perform at different levels. As a consequence, the level of support and degree of flexibility, as well as oversight, may be unique. The Cincinnati Federation of Teachers and the Board of Education agree that the district shall provide resources, tools and services to schools to produce rigorous learning environments and improved academic achievement for all students. This section establishes the parameters the district shall use to determine the various levels or tiers into which schools will be placed and the unique assistance that may be offered to schools based on their identification.”*

Then, under *Cohesive Leadership Characteristics:*

- *The Board is committed to a central office focused on support rather than management, aligned policies through all levels in the district, wide and meaningful engagement of stakeholders, and aligned improvement initiatives that determine and deliver resources specific to sites.*
- *The parties support school use of timely and relevant data, job embedded professional development and greater focus on instruction.*

**It seems to be the time to start taking control of our school and our needs, which clearly differ greatly from the other schools in Cincinnati Public. It seems the Bargaining Agreement gives us this latitude to make requests that best fit these needs...**

Add to the WHHS Curriculum courses in Ancient Greek I & II, open only to 9-12 graders, which would partially fulfill the language requirement for graduation. (A second year would be required in lieu of Latin IV)

Description:

Ancient Greek I will emphasize ancient Greek grammar and syntax, vocabulary, pronunciation, culture and English vocabulary derived from Greek. The focus will be on preparing students to read simple Greek passages. (no prerequisites; Latin is recommended)

Ancient Greek II will continue with an emphasis on more advanced constructions of ancient Greek grammar, syntax and vocabulary. Students will continue to learn about ancient Greek culture and English vocabulary derived from Greek. The focus will be on preparing students to read more complex Greek passages. (prerequisite: Greek I)