

## Walnut Hills ILT Minutes: December

**Date:** 12/15/2021

**Location:** WHHS 2602

**Present (voting members):** John Chambers (co-chair), Joseph Gerth (co-chair), Laura Brogden, Elizabeth Duncan-Scruggs, Tanya Ficklin, Margo Fisher-Bellman, Doreena Fox, Drew McGarvie, Sara McGuire Jay, Heather Lloyd, Ashley Morgan, Nicole Pennekamp, Denise Pfeiffer, Pete Riddle, Ferd Schneider, Michael Sherman, Jessica Smitson, Brian Sweeney, Liz Thelen, Shauniece Steele

**Present (non-voting members):**

**Present (non-members):** Sam Gerwe-Perkins, Liz Llyod, Shybria Pleasant, Barrett Smith, Sam Stephenson Julie Vernon, Tara Ligon, Matthew Chaney, Daniel Coleman, Kathy Restle

### November Minutes

Discussion: none

Motion: Accept as written (Pfeiffer; second Chambers)

Vote: passed unanimously by voice vote

### Special Order of Business

New secretary to take minutes starting in January

### Old Business (Originator)

1. Astronomy (Pfeiffer)

Discussion: none

Motion: accept as written (Chambers; second H. Lloyd)

Vote: passed unanimously

**Result: Astronomy added to course catalogue. Will be offered as an option for 2021-22.**

### New Business (Originator)

2. Journalism Production Class (Sweeney)

Discussion:

- *If in the course guide previously, do we need to bring this to ILT? If there is a change to the description. Suggested classes aren't removed from the guide.*
- *Overlap with Chatterbox? Similar format but different media. Growing student interest.*
- *Goal is to create short, weekly video announcements*
- *No schedule issues expected*

Motion: accept as written (Chambers; second Sherman)

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Vote: passes unanimously, 20-0-0

**Result: Journalism Production added to course catalogue. Will be offered as an option for 2021-22.**

### 3. Ceramics I (Sherman)

Discussion:

- *Potential funding source for materials? Paid for by art fees (\$40 per student is enough to cover materials including glaze)*
- *Prerequisites? None required. Only for grades 9-12*

Motion: accept as written (Pfeiffer; second McGuire-Jay)

Vote: 18-0-0

**Result: Ceramics I added to course catalogue. Will be offered as an option for 2021-22.**

### 4. January 10 PD (Restle)

Discussion:

- *Do we know what the district PD is? No, to be announced at the district level*
- *Move PD day to the 11th in the event that UC plays on the 10th?*
- *Can we get more clarification about Professional Growth plans before they are due? Yes at the PD meeting.*
- *Some discussion of data (department or individual teacher level? Time to examine exam data and refine exams as departments)*

Motion: accept as written (Pfeiffer; second Brogden)

Vote: passes by voice vote

**Result: accepted as written (see attachment)**

### 5. Covid Absence Exam Make-up (Morgan)

Discussion:

- *Can exam make-up schedule be used for other reasons (e.g. surgery, death in family)? Yes. Can be used for any student with excused absence*
- *Clarification: everyone is on regular schedule, kids that need to make-up exams will be the only ones following this special make-up schedule*
- *So far, only 13 kids marked as quarantine/isolation in Powerschool. Does not affect overwhelming numbers of students*
- *Some flexibility for optioning*

Motion: accept as written (Pfeiffer; second Fisher-Bellman)

Vote: 17-0-1

**Result: accepted as written (see attachment)**

### 6. Second Semester Class Meetings (Smitson)

Discussion:

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- *Fine arts: helpful to know these dates further in advance for stage production classes. Can we settle on these dates when we finalize the fine arts schedule*
- *Change seniors to next day to better align with Pep Rally (Seniors bell 7 on Friday instead of Thursday). Conflict with student leaders orchestrating the pep rally who will miss the meeting?*

Motion: accept as written with friendly amendment to move seniors to 7th bell on Friday (contingent Pep Rally vote) (Pfeiffer; second Brogden)

Vote: 16-2-0

**Result: accepted with friendly amendment (see attachment)**

#### 7. Winter Pep Rally (Morgan)

Discussion:

- *Not enough room for everyone to have a pep rally without big schedule disruptions. Senior pep rally to give back to the senior class and celebrate winter athletes in similar way without disrupting the schedule as much.*

Motion: accept as written (Chambers, second Pfeiffer)

Vote: passes by voice vote

**Result: accepted as written (see attachment)**

#### 8. ILT Procedural Questions (Schneider)

Discussion:

- *Should we continue using a virtual option for ILT? What about department meetings?*
- *Yes. Gathering limits still in place for CPS. Open meeting laws require access for anyone who wants to attend.*
- *Up to department chairs to manage their department meetings*
- *Expectations will be clarified in January faculty meeting*
- *Clarification: expectations for PD time for part time teachers? Teachers attend by their workload (e.g. teachers who are 0.6 attend 60% of a PD day)*

Motion to Adjourn: (Morgan, second Pfeiffer)

Vote: passes by voice vote

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### 4. January 10 PD

#### Proposal PD Day Schedule for Monday, January 10, 2022

**8:30-9:15 am: Faculty Meeting** (Location TBD, either virtual or auditorium): review of plans for PD day and clarifications regarding ALICE protocols and safety drills

**9:15-9:30 am: Break**

#### **9:30-11:30 am: Department Work Sessions**

- Goal: To finalize instructional plans based on EOC, AP, and MAP data shared in fall 2021. By the end of this working session, all departments should have written instructional plans based on priority needs identified in the data.
- If that work is already completed, departments should continue working on next steps in vertical and horizontal teaming.
- Since all departments have different data to review and are in various places in this process, we are requesting that department chairs arrange a meeting during the week of January 3 with their respective administrator to discuss plans for the January 10 work session.
- Suggested materials/outline will be provided to department chairs no later than Friday, December 17, 2020

**11:30 am-12:30 pm: Lunch**

**12:30-3:30 pm: District-facilitated PD Sessions**

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### 5. Covid Absence Exam Make-up

Due to Covid and quarantine procedures, students will have multiple exams to make up. Any student who is out on quarantine (documented and recorded with the attendance office and nurse) will be given the opportunity to test the week following exams. Students will report to room 1412 where there will be a proctor to administer exams. Testing will run Tuesday-Friday.

**Tuesday, January 4, 2022**

8:00 – 9:10	1st Bell Class
9:10 – 9:15	Restroom Break (if necessary)
9:20 – 11:20	1st Bell Exam
11:25 – 1:00	2nd Bell Class *(Lunch Listed Below)
1:00 – 3:00	2nd Bell Exam

**Wednesday, January 5, 2022**

8:00 – 9:10	3 <sup>rd</sup> Bell Class
9:10 – 9:15	Restroom Break (if necessary)
9:20 – 11:20	3 <sup>rd</sup> Bell Exam
11:25 – 1:00	4 <sup>th</sup> Bell Class *(Lunch Listed Below)
1:00 – 3:00	4 <sup>th</sup> Bell Exam

**Thursday, January 6, 2022**

8:00 – 9:10	5th Bell Class
9:10 – 9:15	Restroom Break (if necessary)
9:20 – 11:20	5th Bell Exam
11:25 – 1:00	6th Bell Class *(Lunch Listed Below)
1:00 – 3:00	6th Bell Exam

**Friday, January 7, 2022**

8:00 – 9:10	7th Bell Class
9:10 – 9:15	Restroom Break (if necessary)
9:20 – 11:20	7th Bell Exam
11:25 – 1:00	8th Bell Class *(Lunch Listed Below)
1:00 – 3:00	8th Bell Exam

\*Times may have to be adjusted slightly to fit with the lunch schedule on a normal day

\*\*If students have a study hall or lunch exam, they can attend the first or second half of the academic school day.

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### 6. Second Semester Class Meetings

#### January 13:

Bell 1: 7th grade  
 Bell 2: 11th grade  
 Bell 8: 8th grade

#### January 14:

Bell 1: 9th grade  
 Bell 2: 10th grade  
 Bell 7: 12th grade\*

\*12th grade moved from January 13th to 14th from original proposal (by friendly amendment) to precede winter pep rally.

### 7. Winter Pep Rally

<b>WALNUT HILLS HIGH SCHOOL</b>			
<b>2021-2022 BELL SCHEDULE</b>			
<b>BELL 1</b>		<b>8:00 AM</b>	<b>- 8:46 AM</b>
<b>BELL 2</b>		<b>8:51 AM</b>	<b>- 9:37 AM</b>
<b>Winter Pep Rally Parade</b>		<b>9:37 AM</b>	<b>- 10:00 AM</b>
<b>BELL 3</b>	<b>(LUNCH 1)</b>	<b>10:00 AM</b>	<b>- 10:46 AM</b>
<b>BELL 4</b>	<b>(LUNCH 2)</b>	<b>10:52 AM</b>	<b>- 11:37 AM</b>
<b>BELL 5</b>	<b>(LUNCH 3)</b>	<b>11:42 AM</b>	<b>- 12:28 PM</b>
<b>BELL 6</b>	<b>(LUNCH 4)</b>	<b>12:33 PM</b>	<b>- 1:19 PM</b>
<b>BELL 7</b>		<b>1:24 PM</b>	<b>- 2:10 PM</b>
<b>BELL 8</b>		<b>2:15 PM</b>	<b>- 3:00 PM</b>