

STEERING COMMITTEE MINUTES
October 14th, 2013

In Attendance: Lisa Papke, Tony Edwards, Pierre Habel, Keith Beams, Linda Choun, Priscilla Flanders, and Mark Flora.

Absent: Leonard Dinegar.

Observers: Addie Oblack entered the meeting at 5:20 p.m.

Order: The meeting was called to order at 4:33 p.m.

Agenda: Agenda was approved.

Public Commentary: None.

Minutes: Minutes from the meeting on September 23rd were approved (attachment 1*); executive session minutes from October 7th were approved (attachment 2*).

Principal Request: Committees for Text Replacements

- Kim Sloan stated that the 9th grade Biology text is not being updated and needs to be replaced. Priscilla will serve on the textbook committee along with Kim, Cris Hanson, Mike Little, and Kevin Flack.
- Jennifer Tompkins has stated that the 10th grade English text needs to be updated to the next edition; the updated edition hasn't changed at all. Mark and Tony will serve on this committee.
- Linda and Tony will serve on the 10th grade Social Studies textbook committee.
- Pierre explained that a Spanish IV textbook is needed that can bridge the gap between Realidades level 3 and the updated AP exam. Lisa will serve on this committee.

Principal's Report:

- **Conferences:** Conferences were operated under a new format, and Tony received positive feedback overall. Some conferences were too lengthy for PT night, and Tony will be addressing that matter for February. Gratitude station cards were well received.
- **Peer Tutoring:** Tony reported that there are 98 tutors and 61 matches. AP Chemistry tutors are needed, especially with the new curriculum this year. When AP Physics is reviewed next year S/C noted that thoughtful advising for proper placement will be necessary to avoid AP students requests to move to regular Chemistry/Physics at mid-semester... **ACTION: LEONARD** (Continuity Log)
- **Universal Improvement Plan:** A draft was completed and is being circulated; staff will give feedback by Friday. The collaborative approach has been beneficial. Tony will share this information with A/C 10/14/13 meeting.
- **20th Anniversary:** A 20th anniversary event is being planned for the January 10th basketball game.

Consent Agenda:

- D'Evelyn Education Foundation, Board of Director position (attachment 3*): S/C approved the appointment of Kay D'Evelyn LaMontagne. In an effort to standardize future candidate "bio" information/format, Linda will provide a template. **Action: Linda**

Subcommittee Updates:

- **Policy** (attachment 4*): S/C discussed including more specifics to clarify the relationship between S/C and the principal. S/C will consent the Linkage Policies as a batch next time. S/C also discussed the pros/cons of posting the Memorandum of Understanding online; this will be discussed further at the subcommittee level.
- **Profile:** Counselors attended a higher ed. meeting and shared that highly selective schools gave positive feedback about our profile. The profile is updated every year and revised in the spring/summer as appropriate. The website will be updated as well.
- **College Communications** (attachment 5*): The intent of this subcommittee is to identify ways to best communicate our overall program; the counselors have the responsibility of communicating with various colleges and the role of S/C is supportive. The subcommittee will generate talking points for the D'Evelyn community to utilize.
- **S/C Candidate Recruitment & Workshop:** S/C will use a process similar to last year; members will brainstorm potential candidates and send names to Leonard by Friday. The workshop will take place on November 11th from 6-7:00 p.m.

Elimination of Student Dual Track Course Offerings, Titling Discussion:

- S/C looked at the following titling options: "honors program," "honors-level program," label all or some courses "honors" or the leave everything untitled.
- S/C discussed wording from the profile: "In standard classes, students master material at or above grade level... comparable to honors coursework at other schools."
- S/C also considered wording from Boston Latin, which has an "honors curriculum" where "all courses represent a challenging academic experience."
- S/C agreed that the word "program" seems too formal and would be hard to validate, and that labeling all or even some courses as "honors" would be difficult to substantiate since defined standards for honors do not exist within the District or nationally.
- "Given the rigor of our standard level courses, should we label all core academic courses as honors offerings?" All S/C members present answered no.
- S/C is confident in stating our courses are grade level and above, and all courses represent a challenging experience comparable to honors coursework at other schools. Labeling all courses as honors is not aligned with our philosophy; an unintended consequence of this is that it could deter certain families who might assume we are a GT program that requires testing to get in.
- S/C will include Leonard on a final discussion before making any decision. In the meantime, a draft will be started outlining the rationale for not titling our courses honors.

Review for information being shared with A/C 10/14:

- Updates on Elimination of Dual Track Items: profile completed/posted on the webpage, comments considered next year, college communication subcommittee, still addressing titling, textbook selection committees, principal hiring process update.

Continuity Report (attachment 6*): Leonard will report at the next meeting.

Principal Hire Process Update: Pierre will circulate a letter regarding input from staff groups and selection of representatives for the Principal hiring committee and will also send a similar letter to A/C chairs for distribution so that they may begin their process for selecting a representative to that committee. All representatives need to be identified by December 9th for the Principal hiring committee. Keith and Pierre will be contacting department managers and non-licensed staff members to form focus groups.

*Hard copies of **attachments** are available in the library.

Meeting adjourned at 6:44 p.m.

Next Meeting: October 28th, 2013 at 4:30 p.m. in the Main Office Conference Room.

Respectfully submitted: Aimee Pless, Note Taker