

STEERING COMMITTEE MINUTES
February 10th, 2014

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

Absent: None.

Observers: None.

Order: The meeting was called to order at 4:32 p.m.

Agenda: Agenda was approved.

Public Commentary: None.

Minutes: Minutes from the January 27th meeting were approved (attachment #1*).

Letter: An email from Kevin Davis was sent to Linda regarding S/C's decision to not title all classes as honors. A letter was sent in response from Linda and Lisa, on behalf of S/C (attachment #1a*).

Biology 9th Grade Textbook Proposal (Attachment #2*):

- Kim Sloan presented a textbook purchase form and textbook committee report.
- Four texts were reviewed by the committee, and the Miller-Levine text was chosen based on its rigor, readability, accessibility and on-line support for freshmen.
- Curricular guide changes, if any, would only pertain to sequence and not content.
- The proposal will be moved to the consent agenda for next meeting. **ACTION: LISA**
- S/C supports charging a \$5 online access fee for 10 years.
- S/C discussed developing and maintaining finalized textbook and curricular committee reports in a centralized notebook. To be noted in the continuity log. **ACTION: LEONARD**

Social Studies Textbook Proposal (Attachment #3*):

- The 10th grade Western Civilization textbook subcommittee reviewed three textbooks, and the one authored by McKay (same as the current text) was recommended. This text is structured differently than the current text, and is thought to better support student learning, is more streamlined, more focused, and has less political/ religious bias than some of the other texts reviewed by the committee.
- The subcommittee will complete its research (prices, online support, and student input), finalize their report and schedule to present to S/C. Sample texts are available for S/C to review in Tony's office.

Principal's Report:

- **Enrollment:** Tony reported the following projected enrollment numbers for 2014-2015 school year totaling 1,076 students:
 - 7th grade = 198 (44 from general lottery of 350)
 - 8th grade = 196
 - 9th grade = 199 (largest ever)
 - 10th grade = 170
 - 11th grade = 169
 - 12th grade = 144

Final

- Tony indicated that they anticipate some changes to these numbers as families firm up their choices for next year.
- **Hiring update:** Two known candidates will be interviewed for the long term English sub position. Five projected hiring committees will be assembled in the spring due to anticipated openings.
- Lisa will coordinate with Amy Weber (district HR) so S/C/Admin can get input on hiring interview questions protocol. **ACTION: LISA**
- **New parent/new student night:** Tony reported that he plans for this important event (Feb 18th) to be well-organized to best welcome new D'Evelyn students and families.

Metric Development:

- Pierre prepared an outline that kicked off the metric discussion. Following pre-meeting review, S/C discussed how best to collect data related to the elimination of honors courses, and considered how the data would be constructively utilized.
- S/C discussed the impact other variables could have on monitoring data (changes in AP curricula, state assessments, teachers, textbooks, term paper process, unit adjustments in the classrooms, etc...).
- S/C agreed it would be beneficial to look at data at the beginning of the school year and set goals, perhaps constructing a "state of the school" report.
- Tony stated that the UIP tracks most of the data discussed, and that possible reasons for drops/increases in scores could be noted.
- **ACTION:** S/C will devote a significant portion of an agenda to review select UIP data and attrition rates on a yearly basis. Any significant changes (positive/negative) will be investigated and monitored in an attempt to identify a cause/effect relationship.
- A subcommittee will be formed to develop a systematic way to organize data into an applicable, accessible format. **ACTION: PRISCILLA, TONY, LEONARD, LINDA, MARK**

Policy Committee Updates/Discussion on CRC (CD-02-CR): Moved to next meeting's agenda.

Principal Survey – Review LP-04/ Assign Tasks:

- Linda provided copies of parent/staff survey questions as well as a document that outlined the survey process steps.
- **ACTION:** Keith, Linda, Priscilla and (Mark report generation) accepted responsibility for conducting the survey/generating report.
- S/C members to review survey questions and provide any feedback by next Tuesday.

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

Meeting adjourned at 6:25 p.m.

Next Meeting: February 24th, 2014 at 4:30 p.m. in the Main Office Conference Room.

Respectfully submitted: Aimee Pless, Note Taker and Priscilla Flanders, Secretary