

STEERING COMMITTEE MINUTES
March 10th, 2014

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

Absent: Priscilla Flanders

Observers: None.

Order: The meeting was called to order at 4:30 p.m.

Agenda: Agenda was approved.

Public Commentary: None.

Minutes: Minutes from the February 24th meeting were approved (attachment #1*).

Steering Committee Candidate Review:

Process for Elections: (attachment #2*)

- Linda provided background information on the public candidate forum, the main purpose being to inform the community about the candidates so people are knowledgeable to vote. Typically the D'Evelyn community has three avenues by which they attain information about candidate(s): 1) personal contact with the candidate 2) attending the candidate forum, or 3) brief bio printed in Jag Tracks
- When two candidates are running for an open position, the ballot only allows for a vote for the desired candidate, and the candidate who receives the majority vote wins. When a candidate is running uncontested an election is still held, with an option to vote for or against the candidate. If the number of votes for a candidate exceed the number of votes against the candidate, then the candidate is elected. S/C discussed the value of always holding an election, even if the seat is uncontested.
- S/C will revisit election policies and S/C bylaws for possible changes to the election processes along with the possible reinstatement of including candidate application responses to be printed in the Jag Tracks. Any changes will be made after the election in a transparent manner, while working in conjunction with A/C. Any changes would require amending S/C Bylaws (Article II, Section 2, paragraph e). **ACTION: S/C**
- Linda has asked Micah Porter to print the ballots. The election will be on Tuesday, April 15th from 7-9:30 a.m. and Wednesday, April 16th from 2-5:30 p.m. Linda will talk to A/C and other parents in the community to recruit to serve as election judges.
ACTION: LINDA

Discussion about future membership:

- A major concern is the lack of parent candidates this year from A/C membership. Historically, S/C candidates have been members of A/C prior to running for S/C. S/C and A/C will discuss the overall lack of involvement/interest in both committees in late spring. **ACTION: LISA, TONY**

Considerations for this Election (and future elections in which all candidates are running for re-election):

- Purpose of candidate forum is to provide information about the candidate and to provide community with information about S/C's role in our liberal arts program.
Goal:
 - Maintain some questions about understanding support of liberal arts program
 - Tailoring some questions that would reflect on candidate's prior service on S/C and how they would contribute in the future. Linda emailed out a list of potential questions (attachment #3*).

Considerations for Next Year's Recruitment:

- S/C will need to fill three parent positions and one teacher position during elections next year.
- Some ideas for recruiting throughout the year: moving A/C to a different night from S/C, book/article discussion groups, and utilize emeritus members as resources.
- Emeritus members were eliminated in 2006 (attachment #4*). S/C discussed bringing back these former S/C members and using them strategically in various areas.

Work load priorities:

- S/C discussed the importance of delegating work to subcommittees. Including non-S/C members in these subcommittees would also be a good way to help with recruitment.

Social Studies 10th Grade Textbook:

- Deb Holland distributed the final version of the 10th Grade Western Civilization Textbook Committee Report.
- S/C agreed to place *A History of Western Society* by John McKay on the consent agenda for April 14th.

College Communications Report: (attachment #6*).

- S/C reviewed College Communications subcommittee "Talking Points," meant to complement the school profile in promoting our school to colleges.
- S/C reviewed 13 diverse schools to target for building further relationships. This list was generated in cooperation with the counselors, and also includes the D'Evelyn top

enrollment colleges.

- Draft action plan for 2014-2015 is that we target these 13 schools for a more detailed discussion 30 minutes prior to the college visit and that we add an additional 4-5 schools to target. **ACTION: S/C**

Accommodations/Modifications Policy Development: (attachment #7*)

- S/C continued ongoing discussion of Draft Policy on Accommodations/Modifications. The overall goals of this policy are to achieve consistency, maintain the D'Evelyn program and student success. Discussion included:
 - Definition of accommodation/modification
 - Examples of universal accommodations that are acceptable across all disciplines
 - Requesting input from departments to incorporate appropriate accommodations by discipline.
 - Staff in all departments will be asked to determine which assignments are essential components to course content, such as novels or summative writing assignments. In consideration of course load, staff will also determine which assignments may be deemed supportive of students acquiring the essential learning components, but are not part of the essential core content of the course. Determining to reduce the curriculum support coursework could be considered an appropriate accommodation for students whereas reducing essential content assignments would be a modification.
 - S/C discussed how to provide absent students with access to the in-class learning and how to help them be successful on assessments.
- All S/C members will review the rough draft policies and provide electronic feedback by Monday, March 17th. **ACTION: S/C**
- Tony will solicit feedback from departments about appropriate accommodations. **ACTION: TONY**

Calendar Committee Report: (attachment #8*)

- S/C reviewed a copy of the projected calendar for 2014-2015, along with S/C responsibilities when serving on this committee.

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

Meeting adjourned at 6:50 p.m.

Next Meeting:

April 7th Executive Session – Principal Evaluation work session

April 14th, 2014 at 4:00 p.m. in the Main Office Conference Room.

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