

**STEERING COMMITTEE MINUTES**  
**May 12<sup>th</sup>, 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 4:00 p.m.

**Agenda:** Agenda was approved.

**Minutes:** Minutes from the April 28<sup>th</sup> meeting were approved (Attachment #1\*).

**Consent Agenda:**

- Name Change (Attachment #2\*): Geography/Non-Western Civilization to Geography/Eastern Civilization
- Noted: S/C discussed where information on curriculum changes and reviews should reside. Several suggestions were made. This will be discussed further at a future meeting and policy committee will also discuss.

**Public Commentary:** None.

**AP Chemistry Textbook Request** (Attachment #4\*)

- The department proposes updating to the 12<sup>th</sup> edition of Chemistry: the Central Science (ISBN-10:0132175088).
- The new Chemistry teacher will work with the updated text next year and evaluating the appropriateness in light of current and future modifications to the AP exam.
- If the AP curriculum continues to change, S/C will need to determine if the course meets the requirements for a replacement course and if it's an appropriate course for 10<sup>th</sup> grade.
- S/C will gather teacher feedback next spring and examine this issue again.
- Move to consent agenda for 6/2/14.  
**ACTION: LEONARD** (continuity log)

**AP US History Textbook Request** (Attachment #3\*):

- Tony presented for the SS department. For the last 12 years, APUSH students have utilized the text *America's History*. The textbook replacement rationale cites that with each subsequent edition, the content has become more watered down.
- Monte Murphy proposes updating to *American Pageant Kennedy* text 13<sup>th</sup> edition, indicating that it is the most widely used textbook for teaching APUSH at the national level.

- The 13<sup>th</sup> edition comes with a supplemental book that students would get if they ordered it. S/C members will examine the supplemental material. Will move to consent on 6/2/14. **ACTION: S/C**

### **Principal's Report:**

- S/C members paid tribute to Linda Choun for all her years of service at D'Evelyn and Dennison. Tony spoke on behalf of staff and administration. Thank you, Linda!
- Also, thanked Keith for his first term of service and thanked him for his commitment for the next three years.
- *Jaguar Tracks* 20<sup>th</sup> anniversary edition: This edition will contain the ribbon cutting ceremony article from 1994, this year's S/C 20 year's punch list Jag Tracks articles as well as the April Principally Speaking article. He will order 400-500 copies in time to distribute at prep school.
- Security cameras will begin to be installed this summer.
- Principal Walk Through: Area principals observed our classrooms last week. The majority of the principals had not been to D'Evelyn during the school day. Tony clarified common misconceptions about our school. The principals were very impressed with the level of student engagement, with the behavior and dress code expectations and noted that it was clear that teachers expected students to learn the material.
- Instructional Rounds: Tony gave district representatives a 40 minute update on our UIP. Rounds focused on looking at classroom environment as well as the level of questions asked by both students and teachers.
- Hiring update : Josh Griffin was hired for the Assistant Principal position. Stacey McSkimin will assume Josh Griffins classes, so there will be a hiring committee for a junior high Social Studies teacher.
- AP French: As opposed to previous years, more students would like to enroll in AP French. Mr. Sabre proposed adding a 6<sup>th</sup> class to his schedule offering to teach it for free. Since he has 150 students or less, the District will allow this to happen so that AP French can be offered next school year.
- AP French changed its title to AP French Language and Culture; Mr. Sabre submitted the audit information to the College Board but the curriculum needs to go through a formal S/C review. Mr. Sabre will present the syllabus for an electronic review, and then S/C will conduct a full review next year. **ACTION: S/C**

### **Ridgeview Classical: Visit Dates/Goals/Teams**

- Topics of discussion with the Ridgeview team could include: college communications, credit recovery, summer school courses, adhering to founding philosophy, accommodations policy, and approving classes not taught by your own staff.
- S/C is looking at visiting in both June and August. Tony will organize an email discussion crafting questions and arranging for a visitation date **ACTION: TONY**

### **Policy Draft:**

- a) Accommodations/Modifications (Attachment #5\*):

Final

- Departmental managers are reviewing a draft and providing input.
  - The policy subcommittee will review department feedback and discuss.
- b) Staffing Directives (Attachment #6\*)
- Pierre explained 3 improvements:
    - 1) Clarifying that the hiring process applies to all administrative positions.
    - 2) Clarifying interviewing process - follow-up questions may be asked that don't have to be asked of every single candidate)
    - 3) Linking district equal employment opportunity and confidentiality policy to the SD policy.
  - This will be placed on the consent agenda. **ACTION: LISA**
- c) Development of Curriculum: CD-02-CR (Attachment #7\*)
- S/C identified a need to create a formal policy for the review of newly added courses; members discussed how to evaluate a new course's effectiveness.
  - The draft policy states a new course should be formally reviewed after three years but prior to that, S/C should ask the teacher to submit a short report on the course's effectiveness after the first year.
  - S/C also discussed how often full curricular reviews should take place and the need to clarify the existing policy.
  - Pierre will begin working on the full curricular review policy and circulate a draft. **ACTION: PIERRE**

**Social Studies Term Paper Update** (Attachment #8\*):

- The full department met last fall to discuss/agree on a revised term paper process. Based on feedback from D'Evelyn graduates and teacher experiences, a subcommittee of teachers completed a proposal designed to improve the quality of teacher support and work product. The revision will require students (9-12) to complete one term paper per year, enhancing the time for research, allowing for more constructive feedback of all aspects of the process and standardizing the process both horizontally and vertically.
- Students will focus on research in the fall (topic selection, annotated bibliography, notecard evidence gathering, book review, outline). After receiving teacher feedback on a rough draft in the spring, students will compose a final draft due late March.
- Teachers will develop effective rubrics and exemplars in the fall as the semester progresses.

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

**Meeting adjourned at 6:04 p.m.**

**Next Meeting:** June 2<sup>nd</sup>, 2014 at 4:30 p.m. in the Main Office Conference Room.

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