

# High School Planning Council Minutes

## 8/12/11

Members Present: Maryellen Symer, Melissa Thomas, Tim Brunson, Dan LeClaire, Renee Tolan, Chris Reach, Kelly Leone, Jackie Grassman, Lia Mavridou, Pete Mody, Dante DiPrimio, Chris Gangemi, John Antonski

### General Information and Procedures

- ◆ Review of the Purpose of Planning Council. We reviewed Article 16 Section 3 of the Teachers Association Contract – “School Building Councils.”
- ◆ Review of Shared Decision Making Guidelines - The council reviewed the mandatory checklist for shared decision making committees.
- ◆ Brief Orientation to Planning Council Working Procedures.
- ◆ Review of the criteria for goal setting.

### Old Business

- ◆ Review of 2010-11 HS building goals and graduation data.
- ◆ Review of 2010-2011 Planning Council Goals.
- ◆ Copies of completed action plan charts were distributed.
- ◆ The freshmen orientation schedule was distributed; the council discussed the homeroom rotation and presenters for the sessions.
- ◆ Day 1 this year will be a regular A day (with an extended homeroom). Council members will collect feedback on opening day to determine whether to stay with this format or consider opening with a split A/B day in the future.
- ◆ Mrs. Symer discussed changes in homeroom procedures for the 2011-12 school year. The Pledge of Allegiance and a brief list of students will be the only information communicated over the PA. Homeroom teachers will be responsible for reading or posting the announcements that are relevant to their students. A bell will ring 2-3 minutes after the pledge to dismiss the students from homeroom. Teachers should not allow students to leave until this bell rings.
- ◆ **January Regents Week:** With the recent announcement that January Regents exams will be reinstated a discussion occurred regarding the January testing days. Mrs. Symer met with Mr. Schultz in mid-July to discuss the regents week schedule. Due to the average number of students tested in January (approximately 220) Mr. Schultz decided the four testing days would not be reinstated. All tests, with the exception of the English Regents, will be administered during the school day. NYSED has not yet published the January exam schedule. When the schedule is released the high school will be provided one state testing day (the day of the English Regents). Only students taking this exam will report to school. The other change to our mid-year schedule will be the addition of one half day. Depending on the state testing schedule either the first semester will end with a half day or the second semester will begin with a half day.
- ◆ **Local Exam Schedule:** The council also discussed changes to the local exam schedule. The last four days of each semester will be designated as local exam days. There will be a regular block schedule during these days. Teachers/Departments can determine how and when they want to administer their exams during these days. A testing environment will be established by limiting hall movement, restricting learning labs, closing the library and cafeteria during these four days. All classes will be required to meet and students will be required to attend all classes. A reminder that according to the faculty handbook all classes are required to give a mid-year and final exam.
- ◆ **Guiding Coalition Update:** Maryellen provided the council with an update on the PLC Guiding Coalition. All faculty members that responded to Maryellen’s email will be members of the Guiding Coalition (approximately 12). Maryellen gave a history of the PLC initiative and implementation in our district. “Learning by Doing” books were then distributed to any council member that did not already have one. The Coalition will hold its first meeting in early September to discuss strategies and plan for

the year. The Guiding Coalition's goal is to move PLC's forward in a way that works for the High School and captures the culture of our building. The coalition will communicate with Planning Council on a regular basis.

- ◆ **PowerSchool/Parent Portal:** The PowerSchool usage committee recommendations were distributed and reviewed. The Parent Portal will go live for the High School the second semester of this year. Information will be communicated with parents on Back-to-School night. The council discussed the best method for communicating the information. Some suggestions included: creating a document to be distributed or read by teachers, distributing information during homeroom rather than classes, and communicating information over the PA. These suggestions will be discussed with faculty and decided at the September SPC meeting.
- ◆ **Response to Intervention (RTI):** Maryellen and Lia gave a brief update on the RTI regulations. Developing a structure for RTI will be an area of focus in our building this year. The structure needs to be finalized by the end of the school year.

## **New Business**

### **2011-12 Goals and Action Plan Development**

1. Create a building-level committee to review Dignity for All legislation and make necessary recommendations.
2. Continue to support the building's use of instructional technology and the use of PowerSchool's Parent Portal.
3. Support health and wellness issues and activities for faculty and students at the high school.
4. Review and examine academic climate issues throughout the year.
  - Exam schedules for January and June
  - Homeroom
5. Create a committee to identify interventions and establish procedures to follow in order to implement requirements of RTI.
6. Support every department in implementing learning opportunities that will assist students in developing 21<sup>st</sup> century skills.

#### HS Committees & SPC Reps

#### Tasks (to be completed by June 2012)

Safety and Security (R. Tolan)	(1) Review of faculty & student handbook
Technology/PowerSchool (P. Mody/M.Thomas)	(2) Review & revise safety & security plans (SAVE/requirements)
Health and Wellness (K. Leone)	(3) Communicate monthly with staff development representatives
Academic Climate (A. Durant/T. Brunson)	
RTI (L. Mavridou)	
Bullying (T. Brunson)	