

High School Planning Council Minutes

11/8/11

Members Present: Maryellen Symer, Melissa Thomas, Siena Wilder, Lia Mavridou, Jackie Grassmann, Renee Tolan, Amy Durant, Tim Brunson, Pete Mody, Chris Gangemi, Dante DiPrimio, Helen Smrstik, Chris Reach, Theresa Brenon, Dan LeClaire, Laurie Kruppenbacher, John Antoski

Absent: Kelly Leone

Announcements:

SGO:

- Homecoming was a great success. SGO raised approximately \$1700.
- SGO & BPA hosted a local "Meet the Candidates Night" for the first time. The event ran smoothly and was well attended.
- Thank you to SGO students and advisors Mike Mosall and Renee Tolan for all of your hard work organizing the Homecoming events and Meet the Candidates.
- SGO students will be attending Suburban Council Leadership Day on Thursday, November 10th.
- Students from SGO will again participate in the Superintendent's Advisory Council to discuss budgetary concerns.

PTSA:

- PTSA is starting a Cookie fundraiser to provide additional funds towards improvements in the auditorium. Fundraiser forms will be distributed to students on report card day. Please encourage your homeroom students to take these forms home. Cookie orders will arrive just before Christmas.
- The PTSA voted and approved a \$5,000 donation to the High School at the November meeting.
- There are currently 280 High School PTSA members. Twenty-two are faculty members, sixty-six are students and the rest are parents. Faculty members are reminded that they may join by putting \$5 and your name in an envelope in the PTSA mailbox.
- PTSA meets every other month. The next meeting will occur in January.

CSEA:

- No Report.

Cabinet:

- No Report. Cabinet will meet again on Wednesday, November 9th.

Old Business

- ◆ **Opening day of school** – The 2010 opening day schedule (see attached) was reviewed and discussed to implement for September 2012. The schedule order will most likely have to remain as is so that morning Vo-Tec students can attend their classes. The council discussed modifying the freshman orientation schedule so it is the same as the opening day schedule. Lunch and homeroom times were also discussed. Melissa Thomas recommended putting 1 class (3 BDF) between first lunch and second lunch. This option will be distributed and discussed at next months meeting.
- ◆ **January Exam Schedule:** Tim Brunson distributed a DRAFT version of the January local and Regents exam schedule for the council to review (see attached). The daily schedule during local exams will not change (82 minute blocks) and exams will occur over a four and a half day time period. Individual departments need to discuss and determine the format and time frame of their mid-year exams. If you have any questions or concerns regarding this DRAFT schedule please speak with a member of Planning Council.
- ◆ **Mid-Year Exam Protocol:**
 - ◆ All classes are REQUIRED to meet.

- ◆ Only seniors with late arrival and early release will be allowed to leave during exam time.
- ◆ The cafeteria and library will be closed during exam week.
- ◆ Teachers with learning labs will have to keep all of their students in learning lab the entire time. If your learning lab is too large to remain in your classroom please speak with Dan LeClaire or Tim Brunson about combining your learning lab with another and signing out the Red or Blue Room during that time.
- ◆ As in the past, homework can NOT be assigned during local exams (Jan.18th-Jan.24th). Homework CAN be assigned during Regents testing days (Jan.24th-Jan.27th). **Exceptions and/or extensions will need to make for students taking several Regents exams.**
- ◆ Students having 3 or 4 exams on one particular day can discuss rescheduling an exam time with their guidance counselor. They need to do so prior to the exam day.
- ◆ A letter explaining the new exam schedule will be mailed home to students and parents with the interim reports (15 week reports).
- ◆ **Parent Portal/Gradebook Update:**
 - ◆ It was mentioned that families seem to be sharing account information. For example, some students are logging in under their parent's account and vice versa.
 - ◆ There has been feedback showing that portal training for both parents and students would be beneficial. There is a parent training session being planned for January by the Teachers Association. Mike Mosall and Brad Thomas will be organizing this training session which will most likely occur at the High School in the evening. Information regarding the training will be available in December.
 - ◆ There is also a need to train students to access the portal. A suggestion was made to have the training in Social Studies classes sometime after the start of second semester. A discussion needs to occur with the social studies department on how best to present the training and schedule computer lab time. It was also suggested that the turn-key trainers come into Social Studies classes to assist with the training.
 - ◆ A parent using the portal also pointed out that in some circumstances assignment dates posted on the portal do not always correspond with the actual due date. This can be somewhat confusing and misleading to parents reviewing grade information.

New Business

- **Learning Labs:** The council recommends that starting in September 2012 learning labs be renamed as study halls. The original intent of learning labs was that the numbers remain small (about 10-15 students) providing them the opportunity to receive assistance from teachers in various resource centers. Due to budget cuts, most learning labs have 30 or more students and teachers are not available to provide assistance in the resource rooms.

Building Committees

- **Technology/Powerschool** – The High School has approximately \$45,000 of technology funds available over the next three years. The committee met on three occasions to discuss the proposals and prioritize the requests. The committee submitted their final recommendations to Planning Council (see attached). Mrs. Symer will review the recommendations and make the final decision regarding the distribution of technology funds.
- **Guiding Coalition** – no report.
- **Academic Climate** – meeting minutes will be distributed this week via email. If you have any questions contact Amy Durant or Tim Brunson.
- **Bullying/Dignity for All** – meeting minutes will be distributed this week via email. If you have any questions contact Cheryl Bach or Tim Brunson.
- **Staff Development** –No report. The two SD half-days in November are department days. You should be receiving information from your K-12.
- **Health & Wellness** – Information regarding Wellness Wednesdays has been provided through the daily announcements. The next meeting will be on November 17th during AAP in room 209.

- **Safety & Security** – Has not set a meeting date yet. Please contact Renee Tolan or Maryellen Symer if you are interested in working with this committee.
- **RTI** - The building will hold its first meeting on Nov.15th. Please contact Lia Mavridou if you have questions or are interested in participating in this committee.