

Redwood High School

Department Chair Council

Minutes of the September 5, 2007 DCC Meeting

The meeting was called to order at 3:33 p.m. Present: Karen Barrett, Erik Berkowitz, Peggy Bogason, Frances Bozdech, Heather Curtaz, Chris Gilmore, David Goldsmith, Jennifer Harris, Steve Hettleman, Ann Jaime, Skip Lovelady, Keith Murray, Nancy Neu, Greg Stevens, Kim Stiffler. Parents: Elaine Bengle, Ashu Sikand, Suman Vyas. Students: Sarah Barr, Danielle Magaline, Beau Shaw. Peggy Bogason took minutes.

Introductions (Nancy Neu)

Nancy Neu welcomed new and returning members. She prompted those present to introduce themselves.

Minutes from the 5/16/07 DCC Meeting (Nancy Neu)

The minutes stand as submitted.

TAs in the Library (Nancy Neu)

Nancy Neu reminded the DCC that TAs are not to be sent to the library to do homework or other personal tasks. TAs may come to the library to do work (research, editing, etc.) for the teacher to whom they are assigned, but they may not go to the library for their own work. TAs who are sent to the library must have a pass from the teacher. Mrs. Neu asked the DCC to review this information with their departments. She said we are also making a more concerted effort to monitor TAs who are loitering during class time; these students will lose the privilege of being a TA if they continue to be out of class without a teacher-related purpose. Fran Bozdech reminded the DCC that TAs should not be used to adjust grades or enter them in computer records or grade books for teachers.

Personal Expense Claim Forms (Nancy Neu)

Nancy Neu explained that the district has set new guidelines for expenditures. To comply with these guidelines, adjustments will need to be made in order for things to run smoothly. Mrs. Neu hopes to have Lori Parrish, the Chief Business Official of TUHSD, at the next DCC meeting; she will explain how to read budgets and answer questions about them. Mrs. Neu discussed following some new guideline possibilities:

- If a staff member will be spending money many times out of pocket this year, department chairs may allocate a certain amount of dollars to that person to set up a purchase order with the staff member as the vendor; that person can then give any receipts to Donna Tranchina for payment against the purchase order rather than doing an expense claim each time. This will encumber the funds now, and it will make it a lot easier and quicker for the staff member to be reimbursed. Following these guidelines will also help Mrs. Tranchina keep the budgets in balance.
- If a staff member is purchasing items from a vendor with whom Redwood contracts, s/he should not be spending out-of-pocket funds; the staff member should be generating a requisition for a purchase order to the company directly.
- Mrs. Neu reminded the DCC that out-of-pocket expenditures must be under \$200.
- In response to a question, Mrs. Neu said that expense claims may still be submitted.

Opening of School – Numbers (Nancy Neu)

Nancy Neu said that the current enrollment at Redwood is 1500 students. The grade level counts are as follows:

Grade	Male	Female	Total
8	2	1	3
9	189	211	400
10	206	177	383
11	188	161	349
12	188	177	365
Total	773	727	1500

- Mrs. Neu said that the administration has been calling the homes of students who have not yet attended school. These students will be dropped from our records when it has been confirmed that they will not be attending

Redwood.

Summer School Issues (Nancy Neu)

Nancy Neu said that the 2007 summer school appeared to be very well run. She has gotten positive feedback from the staff. Mrs. Neu said that any items that were lost or damaged during summer school will be paid for by summer school according to set replacement cost guidelines; she asked department chairs to do a complete inventory and get lists of missing/damaged items to her; she will forward the lists to Cory DeMars.

Department Budgets (Nancy Neu)

Nancy Neu said that departments will now be charged up front for copying costs. In the past, the Allocation Committee has helped fund copying costs, but Mrs. Neu said there is no guarantee that they will continue to do so; it depends on the amount of money raised by the Redwood Foundation and the number of grant applications. Donna Tranchina will have copies of department budgets in chairs' mailboxes by Friday. Mrs. Tranchina will provide monthly budget updates to all department chairs. Erik Berkowitz shared that Lori Parrish has put the carryovers back into department budgets at 40% of the original carryover amount. In response to a question, Mrs. Neu explained that the remaining carryover money is being applied to staff salary increases.

Back-to-School Night – Redwood Foundation Recognition (Elaine Bengle) & Parent Allocation Grants (N. Neu)

Elaine Bengle asked teachers to promote the contributions of the Redwood Foundation Allocation Panel when speaking at tomorrow night's Back-to-School event. Mrs. Bengle read a list of last year's grants and the amounts allocated for them. The grants totaled just under a quarter of a million dollars. This year, the Foundation would like to raise \$700,000.00, and they believe that the best way to get parents to contribute is for them to see that their donations are going right back to the students; therefore, the Foundation and the Allocation Panel would like staff members to label all items purchased from these grants with specially created notes. The notes will be in department chairs' boxes tomorrow morning. Nancy Neu asked that department chairs share this with their departments. She also said that the allocation committee will put out electronic applications for fall grants tomorrow and hard copies of the grant applications will be in their mailboxes by Friday. Mrs. Neu announced that one more teacher is needed for the allocation committee; she will send an e-mail tomorrow.

- Mrs. Neu said that the Redwood Lunch Plaza is on next Tuesday's Board Agenda. She said Board approval is needed for selection of the landscape architect, the design, and the costs. So far, the PTSA and the Foundation have raised \$116,000 for the plaza. They are continuing their fundraising efforts for it. Mrs. Neu is hopeful that the plaza will be designed and ready by next March. It will include seating areas, landscaping, and special hardscape bricks with donors' names on them. The Lunch Plaza will be located between the south side of the main building and the south lawn area.

Parking Permit Policy (Nancy Neu)

Nancy Neu spoke briefly about the new configuration of the west parking lot. She also explained a change to the parking permit policy. Mrs. Neu said that last spring the DCC decided that there needed to be better accountability of student tardies. The administration is following up on this in a variety of ways, including increased supervision by the campus staff assistants. In addition, the administration has tied student tardies to parking privileges. Since post-lunch tardies seem to be of great concern, any student who accrues four tardies after lunch (5th period, or 6th period on Thursdays) will lose his/her parking permit for two weeks. Students who then accrue an additional tardy during those periods will lose their parking privileges for the remainder of the semester. Mrs. Neu explained that this policy is an addendum to the parking permit application and must be signed by both students and parents. She asked if anyone would like a copy of the permit application; only Heather Curtaz wanted one, so Mrs. Neu will give her a copy tomorrow.

Additional Items

- Nancy Neu explained that with Board approval, Redwood has just submitted a letter of interest to become an International Baccalaureate (IB) school. She said that the application is a two-year process. The IB is an interdisciplinary program. Greg Stevens went to an IB workshop last summer. He discussed the program, and noted that IB is more broader-based than AP; many of our existing courses fit the prescribed IB curriculum. Mrs. Neu said that as we explore this program, there will be opportunities for staff to attend workshops and visit IB schools. She would also like to have parents involved in the process. Mrs. Neu said that if our application is approved, we would initiate the program in the 11th and 12th grades.
- In response to a question about STAR, Mrs. Neu said that similar school rankings are announced in October. She said that she will make an all-school announcement about our API score tomorrow, and to celebrate this accomplishment, students will be served free Coldstone ice cream at lunch tomorrow.

- Peggy Bogason distributed copies of the 2007-2008 DCC schedule.
- Another discussion was held about student tardies. One chair said that all teachers should be consistently marking students who are tardy. Mrs. Neu agreed that all staff members should be holding students accountable for their attendance.

Meeting adjourned at 4:26 p.m.