

Redwood High School

Department Chair Council

Minutes of the October 17, 2007 DCC Meeting

The meeting was called to order at 3:32 p.m. Present: Karen Barrett, Erik Berkowitz, Frances Bozdech, Heather Curtaz, Chris Gilmore, David Goldsmith, Jennifer Harris, Ann Jaime, Skip Lovelady, Keith Murray, Nancy Neu, Greg Stevens, Kim Stiffler. Parents: Elaine Bengle, Ashu Sikand, Suman Vyas. Students: Sarah Barr, Beau Shaw. Karen Barrett took minutes; Peggy Bogason typed them.

Minutes from the 9/19/07 DCC Meeting (Nancy Neu)

The minutes stand as submitted.

Thursday, Dirty Thursday (Nancy Neu)

Nancy Neu recently visited a school with a relatively litter-free campus. The school has incentives in place for the students to keep the campus clean. Mrs. Neu suggested that on a week-by-week basis, we could eliminate the extra ten minutes during the regular Thursday lunch period if the Redwood campus is not clean. Suggestions included:

- Get staff more involved; create duty shifts. Also invite parents to come on campus during lunch to observe the students' behavior.
- Involve students, staff, and parents.
- Do not have the custodial staff clean up after lunch.
- Leave the 45-minute lunch period intact but add extra time to 4th and 6th periods.
- Involve clubs; have them wear "Garbage Squad" T-shirts.
- Homeroom teachers should inform students when the plan has been developed and in place.
- Do not allow students to eat in the hallways.

A concern was:

- Some teachers give tests during the extended lunch period and would need sufficient notice if the extra ten minutes were to be eliminated.

Mrs. Neu asked the DCC to report back to their departments that this will be a campus-wide challenge. All staff will need to reinforce the plan. Posters will be made, photographs will be taken, and Leadership will be involved. Implementing the plan will probably take ten staff members per day; volunteers would be appreciated, but the school will pay for extra help. A committee will be formed to develop a plan.

Lesson Plans for Substitute Teachers (Ann Jaime)

Ann Jaime shared that problems have sometimes occurred when absent teachers fail to leave adequate lesson plans for their substitutes, regardless of whether the sub is a Redwood teacher or someone from the SubFinder system. Mrs. Neu asked the DCC to remind their department members that it is their responsibility to have lesson plans ready before absences. She said that it is not up to her assistant, Peggy Bogason, or the substitute to generate lesson plans. All teachers should have generic plans ready. Teachers should not rely on last minute phone calls, e-mails, or faxes for submitting lesson plans.

Reimbursement for Meals (Nancy Neu)

It has come to Nancy Neu's attention that the District, Tam, and Drake pay for all expenses involved with employees' staff development costs. In the past, Redwood has not paid for meals during staff development outings, but the general consensus was to start using the staff development budget to cover these costs.

Data Director Training (Nancy Neu)

Nancy Neu explained that several staff members have been trained on the Data Director software which can provide in depth access to student profiles and information. The system is uncomplicated and has tremendous possibilities. Mrs. Neu said that all teachers will be provided with Data Director training.

Clubs (Nancy Neu)

Nancy Neu explained that all staff members who have committed to sponsoring clubs need to be aware of the guidelines that are subject to auditing:

- Clubs must consist of six or more students.
- Attendance must be taken at every meeting.
- Minutes must be taken at every meeting.

In addition, if a club sponsor will not be attending off-campus club events, written notice must be given to all club members and their parents. Sponsors need to be aware that they are accountable and responsible for all club activities.

A student representative suggested that each club provide members to read their minutes at ASB meetings. Keith Murray agreed that this would be helpful.

Culinary Academy (Nancy Neu)

Nancy Neu shared that Skip Lovelady, Fran Bozdech, Wendy Doherty, Barbara Owens, and three students made a presentation at a recent TUHSD Board meeting in support of the Culinary Academy. The Board of Trustees had some concerns about the program. We did not receive the \$600,000 grant. The Culinary Academy class will not be offered next year as originally planned. The Superintendent and Board will continue to discuss the issue. The grant can be revisited in January.

Meeting adjourned at 4:53 p.m.