

# **Redwood High School**

## *Department Chair Council*

### Minutes of the May 21, 2008 DCC Meeting

The meeting was called to order at 3:30 p.m. Present: Kim Stiffler, Karen Barrett, Erik Berkowitz, Fran Bozdech, Heather Curtaz, Chris Gilmore, David Goldsmith, Jennifer Harris, Ann Jaime, Skip Lovelady, Keith Murray, Nancy Neu, Steve Hettleman. Parents: Elaine Bengle, Ashu Sikand, Suman Vyas. Students: none present. Sam Miller took minutes.

#### **Minutes from the 3/5/08 DCC Meeting (N. Neu)**

Correction to the minutes – Both parents were present at the meeting.

#### **Minutes from the 3/19/08 DCC Meeting (N. Neu)**

The minutes stand as submitted.

#### **Summer School (C. DeMars)**

Cory DeMars came to the meeting to give the department chairs the information regarding summer school this year since it is being held at Redwood again. Cory will be the Summer School Principal again. There will also be two assistant principals. Kim Stiffler and Nikki Pelletier (from Tam). He distributed a hand-out that outlines the various teachers and the subjects that they will be teaching and the rooms that are being used. Due to the roofing situation this summer, some room assignments have been changed. They will be trying to limit use of the rooms on the south and west sides of the building. Cory has been working with LaSandra on room usage. He asked that if anyone wants to volunteer the use of their room to let LaSandra know. Cory reiterated to the staff that any rooms that they will be using they will be sure to leave in better condition than when they started. Teachers whose rooms they will be using will be compensated for the time it takes to prepare their rooms (up to 4 hours). Cory asked that if there are any problems with the room use to let him know. Summer School will also be using the Service Center. They will share the cost of maintenance and supplies. It makes better business sense to use the Redwood copiers than to rent copiers as they have done in the past years. Summer School will be using English and Math textbooks. As they did in the past year, Steve and Heather will work with Kim Stiffler to check the text books out for use. Most students will be preregistering with their counselors as they did last year on the Tuesday prior to the start of Summer School. Having the registration process this way did not interfere with the first day of instruction. The registration forms are available online and in the counseling office. Cory said that they still need teachers for English and will go outside of the district if needed. Summer School will have a full Special Education program, a one-credit redemption program, 9<sup>th</sup> grade Transition class at each site, Portfolio support and CAHSEE prep program, ELD and Sheltered English, and Independent Study. Cory is anticipating the same amount or more students than they had last year. Last year there were over 900 students enrolled Summer School.

#### **Department Awards (F. Bozdech)**

Fran asked the chairs to remind their departments to submit their department awards list for the graduation program. Awards are listed at the Sequoians dinner and in the graduation program. Some seniors have multiple awards. If a department has a senior that should be recognized or contributed significantly to a department then they should be given an award. Those students who have been invited to attend the Sequoians dinner are a life member or one or both CSF and Honor Society only. At the end of the dinner the accomplishments of the students are read, which include any department awards they are already given.

#### **Scheduling Update (N. Neu)**

Nancy reported that she has received just about every department's list and will be meeting with Kelly and Fran to begin building the master schedule. They are in the process of making some adjustments in ESchool Plus and will then she will meet with each department chair regarding the schedule. Nancy reported that as we continue to enroll kids, class sizes will build, but we will make adjustments to sections later. She is feeling good about the time frame on building the master schedule. Regarding AP/Honors appeals, she has already met with most students who appealed.

### **A.P. Futures (F. Bozdech)**

Fran reported that she has been working with Sam on the AP/Honors process. Given the amount of students that we have, it is a very complicated process, including appeals, lost contracts, etc. Fran proposed meeting next year in January with the teachers regarding the courses. We need to have accurate information on the Matrix next year as it's posted online for the parents to view. The January meeting will help determine the process and timeline for next year.

### **First Day of School & New Student Transition/Feedback (Berkowitz & Stiffler)**

Louise reported that one concern from Site Council this year is new students that transfer to Redwood as 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders. Transitioning to a new school can be difficult. Students need additional support. That support can be as small as a welcome packet or an informational lunch, or a different schedule for opening day that only includes the 9<sup>th</sup> graders. Upper classmen could come later in the day. Louise handed out an alternative schedule for the first day of school for everyone to review. The hand-out showed three different options for a first day of school schedule. The first option has freshmen arriving at 8:00 a.m. and upper classmen arriving at 12:20 p.m. after lunch. Freshmen would have 25 minute classes and upper classmen would have 20 minute classes. There would be one 15 minute break and a 35 minute lunch break. The only question would be schedule distribution and when would students arrive to pick-up their schedules. Because it is too late in the year to go with Option C ("I like the idea, but have a better schedule option"). At this point it would be Option A or not. Louise asked that we have a discussion now and then get back with your yes or no vote. Discussion ensued and comments included:

- (Goldsmith) Nice concept, but waste for upperclassmen. It's difficult to cover information in 20 minutes. It helps the 9<sup>th</sup> graders, but it seems like a waste for the others.
- (Jaime) I like it. Maybe more effective for the upperclassmen as it won't be so overwhelming. Can do in 20 minutes.
- (Curtaz) Math classes are heterogeneous. It's difficult with different grade levels.
- (Lovelady) He wanted to know if any thought was given to different sections of classes.
- (B. Shaw) Likes the idea as a student. It maybe difficult for computer classes, but not for other classes.
- (S. Barr) It maybe more like another vacation day for upperclassmen. There maybe some no-shows.
- (E. Benge) Looking at the schedule distribution, she disagrees with Nora's comment.
- (Hettlemen) He wants to hear from the parents. Freshmen don't drive, so looking at the proposed schedule, how would they get home? Looking at anxiety premise based on numbers of students on the first day. What about Link Crew before? Erik Berkowitz replied by saying that in concept it's only them and give them a chance to orient themselves without overwhelming numbers of students. Steve asked if the second day be just as anxiety driven?
- (Stevens) Wanted to know if there would be a reduction in instructional minutes. The answer would be no, as it would still be recording as an 8:00 a.m. – 3:30 p.m. schedule.

A suggestion that was discussed was to have an activity to the end of the freshmen's day in order to keep them for the entire school day or to have the freshmen repeat the day when the upperclassmen arrive to school. Another suggestion was to have 20 minute periods in the morning for the freshmen and 25 minute periods in the afternoon. Louise listened to all the suggestions and will mock up a new schedule. Louise asked that the chairs take the mock schedule back to their departments for feedback and email weighted vote back to Sam.

### **Additional Agenda Items:**

Homeroom Minutes (B. Shaw)

Beau suggested adding 5 minutes that are added into 2<sup>nd</sup> period for homeroom into a longer lunch or subtracting that time to make the day shorter. He believes most teachers do not use the homeroom time for homeroom activities or to read the TWIG. As discussion ensued, comments included that the time should be used to make homeroom announcements over the loud speaker, as most people cannot hear announcements during the passing period. Teachers should be notified in advance of any planned loudspeaker announcements just as Keith has been. Another possible suggestion was to read the TWIG over the loudspeaker or a loud speaker reminder to read the TWIG.

### **Announcements:**

Nancy Neu thanked everyone for their participation throughout the school year.

*Meeting adjourned at 4:45 p.m.*

Results from vote:

<b>Department</b>	<b>Yes Vote</b>	<b>No Vote</b>	<b>Absent / Abstain</b>
Applied Tech.	3	0	0
English	10	0	0
Fine Arts	1	6	0
Mathematics	1	11	0
Physical Education	5	0	0
Science	11	0	3
Social Studies	15	0	0
Special Education	6	0	0
World Languages	5	1	0
Counseling	5	0	0
Classified	n/a	n/a	n/a
<b>Totals</b>	<b>62</b>	<b>18</b>	<b>3</b>