

Keystone Minutes  
03-04-04

Present: Peggy Scott, Barb Bills, Michael Sondgeroth, Dirk Smid, Dixie Lewis, Mike Virlee, Janeice Ives, Marc Feaster, Pat Arnold, Jerry Christensen, Gary O'Malley, Paul Baker.

I. Informational Items

A. Subcommittee reports / minutes

1. CORE Expectations has a link on the U-High website.
2. C&I subcommittee minutes were on-line – no discussion.
3. Shared Governance – Dr. Baker distributed working notes from the subcommittee wherein a) decision-making groups were identified and b) the work of locating and codifying existing policies was updated. A draft of guidelines for Keystone in receiving and acting on committee reports and recommendations is as follows:

*Keystone Council receives reports and recommendations from Ad Hoc and Standing Committees. At a Keystone Council meeting, deliberations of reports and recommendations are conducted with members of the committee present. Recommendations can be accepted, amended or rejected by Keystone Council. But in all cases, members of the committee would be given the opportunity to present their views prior to any action by Keystone Council. Deliberations with the committee members would always occur prior to any action by Keystone Council.*

The final report of the committee will be presented in April.

4. Technology – no new information.
5. The following is the summer school hiring criteria discussed by the Keystone sub-committee. It was approved 4-1 on February 26, 2004.

*No one should teach two courses until all qualified teachers have been considered for a single course. An exception is if a teacher designed the courses or will retire in 3 years or less.*

*Seniority within the building, degree, endorsements, courses taught  
Number of years teaching summer school*

*Number of years teaching a specific summer school course*

Dirk added that the application to teach should allow the teacher to indicate all courses (s)he is interested in teaching. Dixie asked for more specificity and that the list of criteria be prioritized. The subcommittee will reconvene to consider a more formal weighting of the criteria list.

- B. Barb received two responses to the Edline letter. Both indicated they use and like Edline, but would not want it required of all faculty.
- C. Using the survey completed for Joe Pacha at Leadership Training, the Executive Committee will discuss with the new administration what to set as leadership goals.
- D. Gary distributed copies of an e-mail to Jim Kurz. There will be \$15,000 available for summer work in technology.
- E. Dixie requested a list of members whose terms expire this year. Barb will forward the list.
- F. Jerry Christensen has kept volumes of records regarding the registration process used this year. He will pass these to the new guidance counselors and administrators. Bob Dean, Gary and Chris Kozik are looking at Skyward options for registration.

II. Discussion Item

Janeice presented pros and cons of the Parent/Teacher conference formats we use each semester. She will chair an ad hoc committee that will include Mike Sondgeroth and 3 non-Keystone faculty, to make recommendations.

Meeting adjourned at 7:50 a.m.

Barb Bills, secretary