

Keystone Minutes  
May 4, 2005

*Note: This Keystone meeting was originally planned to meet 4-27-05 but had to be postponed due to a conflict with the PSAE testing.*

Attendance: Peggy Scott, Diane Walker, Barb Bills, Jim Allen, Jerry Christensen, Dixie Lewis, Janeice Ives, Lester Hampton, Karen Potter, Paul Baker

Agenda:

INFORMATIONAL ITEMS

1. Student Teacher Internship ad hoc committee report
2. School Improvement Subcommittee report
3. Parent School Relations Subcommittee report
4. Library Committee Report
5. Safety Committee Report
6. Keystone election results
7. End of the year matters: reports, Keystone summer meeting dates

ACTION ITEMS

1. Non-Master Schedule Policy update
2. Shared Governance Subcommittee report
3. Parent School Relation Subcommittee Proposal
4. Faculty Social
5. Summer School Policy

INFORMATIONAL ITEMS

**1. Student Teacher Internship ad hoc committee report**

Jerry reported that this committee has met and is beginning to develop a proposal for the internships for next fall. Work on this proposal would continue over the summer.

Committee members are now meeting with individual departments. The committee will be meeting with a PDS school from Wheeling which uses an interesting model.

Janeice asked what would be the difference between the internship and traditional student teaching. Diane said she was not sure she could answer, but also added that the committee was planning to integrate methods instruction into the experience (making it richer) and was also seeking ways to market the experiences and make it advantageous to the students in the program.

Jim asked if there will be demand for the program. Diane said she thought there would be based on the successfulness of PDS schools.

Peggy said that one thing the committee needs to continue to consider is the high enrollment in 216. This is a problem that needs a solution.

Diane reported that some of the ideas the committee is pondering include developing intern cohorts instead of individual teaching assignments, integration of professional development in addition to teaching responsibilities.

*Diane filed a formal report from the Internship Committee: it is attached as Appendix A.*

## **2. School Improvement Subcommittee report**

Brian reported that most of the departments have turned in curriculum inventories. The School Improvement Committee will collect and organize these reports by the end of the school year as is outlined in the scheduling policy.

## **3. Parent School Relations Subcommittee report**

Janice asked the that report be moved to an action item because the committee was ready to make recommendations about future spring parent teacher conferences.

*Please refer to Action Item 3 in these minutes.*

## **4. Library Committee Report**

Brian reported that the Library committee had met once, at Metcalf. The general purpose of the committee was outlined in this meeting and would be to develop a progressive plan for the future of the Laboratory School Libraries. Brian reported that his impression was that this plan would take a long time to develop, as there were many stakeholders (Metcalf, Milner, UHS) and many models and ideas to consider. He also added that Dr. Dean seems very committed to developing and supporting a plan to improve the libraries.

## **5. School Safety Committee Report**

Jerry reported that the safety committee had met last week and has made plans for several changes in UHS security to take place over the summer. Most significantly there will be keycard swipe locks installed on three or four of the outside doors. These locks enable administration to log the entry of faculty as well as to instantly lock the entire building in an emergency situation. Faculty will be using cards instead of keys to enter the building in the fall.

## **6. Keystone election results**

Diane reported that Jim Allen, Dirk Smid, Mike Sondgeroth and Brian Conant have been elected to three years terms in Keystone.

Diane asked if there was a way to remove ineffective members of Keystone or Keystone subcommittees. Peggy said that there is, and this procedure is in the bylaws. Diane added she just wanted that information stated in the minutes.

## **7. End of the year matters: reports, Keystone summer meeting dates**

Diane reported that the annual Keystone luncheon would be at McAllister's Friday May 27 at noon. A date for the summer retreat has yet to be determined as Jeff Hill's schedule is not yet known.

## ACTION ITEMS

### **1. Non-Master Schedule Policy update**

Karen reported that the subcommittee met with Dr. Dean after the last Keystone council meeting and found him to be a very helpful resource. Dr. Dean advised the subcommittee to find data that helps to define the problem. He also advised the subcommittee to make certain the solution (policy) supports the mission of the laboratory schools.

Karen said that after the committee met it decided that there was not enough data and there would need to be an effort to gather more information about non-master schedule courses. The subcommittee is developing a survey to send to all students taking the courses in question, but the committee was unsure if they should survey the students currently taking these courses (this year's seniors).

Diane said she thought it was very necessary. Peggy added that it was not just current seniors who should be polled; but current juniors and sophomores as well – its far easier to get feedback now, before school ends.

Diane asked if the subcommittee was interested in external reviews and what the other policies in other schools are. Karen said there was some information out there, but the committee had not considered it in any depth.

Karen then reported that the committee was drafting a survey that would seek out information about each student's grade level, grades in the course, their feeling about the course's difficulty and their rationale for taking these kinds of courses. There are wording issues. The committee is not sure if the survey should be open ended or fill-in-the-blank. Paul said there needs to be a place where students can share their motivations. It needs to have an open ended element. In fact, an open ended survey may not be enough. Paul said he suspects the problem here is very complex than Dr. Dean sees it, because Dr.

Dean is thinking about ideal students, but not all of the students in these classes are ideal students. Surveys may not capture the entire problem for Dr. Dean to see. There needs to be some conversation with students and collection of anecdotal evidence.

Jim said that many students in the 1:00 hour he supervises in the lounge are in IVHS classes and he would have a conversation with them.

There was some conversation about how to distribute surveys. The subcommittee decided to try to use email.

Dixie Lewis asked if there was a list of students who dropped IVHS classes, and if there would be effort to talk to these students.

Peggy asked if there would be any research into the policies IVHS uses regarding issues like late work. She wanted to know if there were any guidelines.

Janeice asked if these classes counted in the students' GPA.

*Karen distributed a draft of this survey. It is attached as Appendix B.*

*ACTION ITEM: The subcommittee will begin conducting conversational interviews with students about non-master schedule courses.*

*ACTION ITEM: The subcommittee will complete and conduct a student survey about non-master schedule courses before the end of the school year. Before the survey is sent to students it will be submitted to Keystone for feedback.*

## **2. Shared Governance Subcommittee report**

Paul reported that The Essential Schools Document is a work in progress, and will always be something of a work in progress. At this time there is still work to be done on the document. One item has emerged, however, that needs to become an action item: there needs to be a vote establishing the standing committee for student conduct. There also needs to be a decision made about establishing a standing personnel committee and a standing co-curricular committee, though this is an area that needs input from the new principal.

Diane said that the personnel committee would be a good committee to oversee induction and core expectations – but if this committee is not established these are areas that Keystone needs to give attention to.

Paul added that there are many issues of governance Keystone needs to continue moving forward on – and as soon as possible the new principal needs to consider these issues of governance. He said the Shared Governance Subcommittee hopes to finish work on the Essential School Structures document in early fall.

Brian asked if these structures could be developed with the help of the new principal – isn't this work Keystone needs to ideologically, not pragmatically. Shouldn't the structures exist despite the administrator? Paul responded by asserting these committees have administrative functions and if the administration will not let the committee do work or has a different idea about who should be doing the work it might not have any work to do.

### **3. Parent School Relations Subcommittee**

Janeice passed out a proposal to change the format of spring parent teacher conferences to an "open house." Because of time the proposal was table until the next meeting.

The subcommittee's proposal is attached as Appendix C.

### **4. Faculty Social**

Lester was put in charge of the faculty social. Brian agreed to help. Lester would be developing a plan and alerting the entire staff as soon as possible.

### **5. Summer School Policy**

This agenda item was postponed due to time.