

**Keystone
August 19, 2004 Meeting Minutes**

This was a short impromptu meeting, but many important items were addressed. Most of the time was spent dealing with the CIASI committee proposal.

Attendance: Peggy Scott, Jerry Christensen, Barbara Bill, Diane Walker, Jim Allen, Dixie Lewis, Lester Hampton, Karen Potter, Brian Conant

Agenda

1. CIASI Committee Proposal
2. Principal Search
3. Questions for Dr. Dean
4. Next meeting

1. CIASI Committee Proposal

During keystone's summer work it was determined that a new subcommittee would need to be developed to help work on Jerry Christensen's goals of curricular and general school improvement. Peggy and Jerry presented a proposal for a "Curriculum, Assessment, Instruction and School Improvement Committee (CAISI). Their proposal was to have subcommittee with an administrator as well as both appointed and elected members, so that there would be both members on the committee that keystone and the administration could be sure were organized and motivated, and elected members so the UHS community could have greater input into the committee. The goals of the committee would be vast. It is envisioned by Peggy and Jerry's proposal that the committee would have the following charges:

1. Curricular Inventory and Reform: The committee would develop and share a holistic view of the curriculum at University High School. The committee would further develop curriculum as well as the philosophies that drive curricular decisions. The committee would suggest or implement curricular additions, deletions.
2. Assessment and Instruction: The committee would seek to find ways to present the newest and best practices in assessment and instruction to the faculty through mentoring, modeling and in services.
3. School Improvement: The committee would develop a school improvement plan for holistic review.

The proposal include proposed appointments to the committee: Candice Swift (administrator), Bob Fitzgerald (chair), Kathy Clesson and Brian Conant (keystone liaison). As with all sub committees, the CIASI committee would begin as an ad hoc committee.

Diane Walker expressed some concern about the proposal because the committee seemed to be designed using no pre-existing criteria, and added there should be a procedure used to develop sub committees. Peggy suggested this as an agenda item for the next meeting, but also asserted that the committee needed to be established soon and each committee may have different criterion for membership because each committee has different scopes and purposes.

Dixie Lewis suggested the committee develop a better name for the committee – an acronym could be very useful.

There was also discussion of the other subcommittees and hope that many other faculty would get involved in the committees they were interested in. All committees could use more faculty members, and only the proposed CIASI will require members to be elected.

Janice Ives reminded the committee that the Parent Teacher relations committee only met once last year in regard to a very specific problem. She agreed to chair the committee and seek both last year's members and new members to be a part of the committee.

ACTION ITEM: Keystone members were encouraged to think about and talk to others about this proposal – and will be asked to accept or reject it at the next meeting.

ACTION ITEM: Keystone members will promote available sub committee positions during their department meetings Friday. Brian will address fine arts, which is the only department without a faculty member in keystone.

2. Principal Search

Jerry Reported that he has gotten no word from Bob Dean about the resumption of a Principal search, but anticipates that Dr. Dean has not really made any action in this regard as he spent most of his summer filling lab school vacancies.

3. Questions for Dr. Dean

Bob Dean has been asked to answer staffing and salary questions from the faculty at the next faculty meeting, and keystone will be developing these questions. Questions could include inquiries about overloads, salaries and hiring.

ACTION ITEM: Keystone members were asked to begin developing questions for the next meeting by thinking and discussing this issue with other faculty.

4. Next Meeting

The next keystone meetings will be Wednesday, August 25^h at 11 a.m. The executive meeting will be Tuesday, August 24th at 11 a.m.

All keystone meetings are on the last scheduled Wednesday of the month. Keystone executive meetings will be on the third to last scheduled Wednesday of the month.

Submitted
Brian Conant