

**Keystone Minutes**  
**Summer Meeting, July 12, 2007**

**In Attendance:**

Brian Conant  
Jim Allen  
Dixie Lewis  
Shyla Anderson  
Curt Christiansen  
Jim Potter  
Andrea Markert  
Steve Wilder  
Janeice Ives

**I. Approval of the May 29 Minutes**

The minutes from our last meeting were unanimously approved.

**II. Subcommittee Reports**

*A. Subcommittee Chairs*

Diane Walker to take over for Brian as chair of the student-parent relations committee.

*B. Subcommittee Involvement*

Brian gave a plea for subcommittee involvement. While new staff may not be eligible to serve on Keystone, they can serve on subcommittees.

**III. Informational Items**

A “welcome back” to the Keystone Committee was given to Dixie Lewis and Janeice Ives

**IV. Discussion Items: Leadership Conference**

*A. Student Achievement Data*

- Jim Allen made the comment that teachers need to get some training to develop some data processing in an internal capacity—outside of our school environment.
- Andrea: need to analyze scores pertaining to SAT/ACT—what criteria do we want to use? Come up with own departmental data. ISAT and PSAT are supposedly more compatible. What are our “cut off” scores going to be? Let departments suggest what kinds of data that they would want. Then, school development committee could take data from departments, and decide what our standards are going to be.
- It will take awhile to collect data. Departments might decide not to look at standardized assessments. Pieces of info will be given to school development committee to assess. What pieces of info will be given for assessments have yet to be determined.

- Grade level interventions? Counseling and student assistance need to develop procedure, i.e., who teaches these kids, and then put them together—much like is already done in the Freshman Program.
- Make teachers responsible for kids for four years? (Brian)
- Matter of reporting information almost more important than the actual intervention (Jim Potter).
- Dixie: form for this is already out there—it's a start.
- In the scope of sub-committee work this would fall into the realm of student assistance (Curt). Counselors should think about how this procedure might work.
- The question was asked if all teachers have access to Eligibility Lists. We need to reinforce the fact that the information on this sheet is private.
- Parents need to be aware that some students have problems in more than one class at a time. Information is out there, and teachers aren't getting it.
- The question was raised about naming (listing) the teachers who haven't reported. Steve commented that this is a concern, but it is not good to raise a “stink” over “just” eligibility. This is to be discussed further as a personnel issue. The bottom line is that if we want data to be consistent, we need all teachers to report.
- Collect data for what each department wants and then packaging it together nicely. Andrea stated that it is important to keep goals “finite.” This committee reviews classes and new or newly proposed curriculum.

#### *B. Clinical Student Evaluation Data*

- Many personnel changes—what is expected of us? Some (216) professors don't articulate. We, as U-High teachers, need to articulate specifically what we expect from our 216 students. We would like to meet with COE and discuss our expectations for further examination.
- Disposition forms need to be filled out immediately for problem students—Jim Potter brought up concerns from past experience. If a student is a problem, they are not certifiable. Do we need an in-service that covers disposition forms? We will check on this item of discussion first in-service for August, as October would be too late.
- Clinical experience committee to look at feedback form. Downloading of form is somewhat different. Forms need to be more uniform from the online source so they download the same.

#### *C. Edline Policy*

- It is clearly noted that some teachers are more proficient in using Edline than others. We must have training across the board so all teachers are on the same, or almost the same, level.

#### *D. Clinical Student Evaluation Feedback Policy*

- This policy is also clear and seems to have been well received.

*E. Professional Development Plan*

- It was reviewed as to what Jeff (Hill) had stated at our July Laptop Initiative meeting that laptop initiative members' plans will be /should be connected to their laptop instructional curriculum. Other tenured teachers' plans will also be developed, but will connect to their own curriculum plans.

*F. Core Expectations*

- Committees will look over the six stated criteria. Criteria seem very specific.

*G. Other Discussion Items*

- Discourage sub-committees from meeting during the day, unless everybody is free. Discourage the use of subs. (Brian)
- Co-Curricular Committee—Curt. No new issues to report. No new concerns. The topic of the new Equestrian club was brought up in this discussion. Kathy Clesson has expressed interest in sponsoring this committee.
- Our fund- raising policy is still the same.
- Some clubs have been dropped. (Go Club).
- It was noted that sometimes office or classroom doors are left open after outside groups use our facilities. We need to move towards some major safety changes in our school. Steve gave brief report on these developments which indicated there is currently a huge revision happening in our school crisis plan. Curt, Jeff and Steve will have the more detailed plan, and teachers will have scaled down version of that same plan.
- Graffiti on bathroom walls is a concern that Curt will address if we give him the information on what and where. There is a good possibility that our maintenance crew will be changing soon.
- Dixie: Diversity Issues...major issues being played out in the library. Some teachers finding it more difficult to discipline African-American students, as they fear it may become a race issue. This is becoming a more prevalent, cultural issue at U-High. These groups are viewed as becoming more isolated...as they tend to more readily isolate themselves. Jim Allen stated that we need to be fair across the board, and discipline students fairly, and not retreat from issues pertaining to race and racial differences
- National Coalition Building Institute for Prejudice Reduction discussed: Rick Davis in Diversity Office at ISU might be able to organize diversity training.

**Action items for 2007-2008:**

- School Development Committee will develop a process for each department to give feedback on the kinds of student data they believe would be important to have and collect. The committee will follow through by developing a procedure for collecting this data.
- School Development Committee will review "Essential Qualities of a U-High Student." Steve stated that he would like to sit in on this discussion.
- Clinical Experiences Subcommittee will revise TSAF Forms. These forms need to be developed—COE is advising us on this document. It was previously discussed by Jeff that we need our own U-High form that we can pass out at the

- 216 initial meeting, that adheres to our personal goals and expectations for our 216 students that do their pre-service work with our teachers in their classes.
- The internship committee should develop a means to attract the best possible candidates. We need to get more information about this program out, so more candidates apply. We need to publicize. Keystone decided that determining placements for these students should remain a function of the committee.
  - Personnel Committee will develop more social opportunities and make faculty aware of them earlier in the year.
  - Shared Governance will make the online archives more complete and streamlined.
  - School/Parent Relations Subcommittee needs to revise the format of spring conferences. Spring conference seems to be a waste.
  - The first Wednesday of each month is set to meet for Keystone Committee to start September 5<sup>th</sup> at noon in library conference room.

Respectfully Submitted,  
Shyla Anderson  
Keystone Council Secretary