

## **Keystone Council Meeting**

**Wednesday, December 5, 2007, 12:00 pm, Library Conference Room**

**In attendance:** Dirk Smid, Shyla Anderson, Jeff Hill, Brian Conant, Mike Sondergroth, Nancy Schenk, Marc Feaster, Andrea Markert, Steve Wilder, Janeice Ives, Dixie Lewis, Jim Potter

**Jeff participated in the conference via speaker phone.**

**Approval of 10-03-07 Minutes:** Andrea motioned to approve the minutes. Mike Sondergroth seconded.

### **Informational Items**

#### **1. Subcommittee Reports**

##### **A: Personnel Committee**

Course Evaluation Packets: Evaluation for some courses will be distributed in December instead of April, if the course is only one semester long. Packets will be staggered and given by different departments on different days. Reports are not yet complete, as research is not yet finished. The projection date for completion is by the end of the year. The changes to the procedure used for these course evaluations are largely procedural; these are not policy changes. Jeff stated that these evaluations are more of a tool for clarification, rather than re-definition.

##### **B: Student Conduct**

Steve will be posting an announcement on the U-High website asking students (juniors and seniors) to help organize and contribute ideas for the handbook. This announcement will be posted after the December winter break. He will also be asking parents to volunteer to be part of this committee.

##### **C. Co-Curricular:**

No Report

##### **D. Shared Governance:**

No Report

##### **E. School Development**

Andrea reported that she will be handing out a survey to department chairs, in order for us to collect feedback on assessment data. This committee will meet on January 8, 2008. There was continuing discussion on what our expectations are for our students (“What Should a U-High Grad Look Like”) and the qualities and characteristics we would like our students, ideally, to possess upon graduation. Steve gave a report on the ROE meeting, sharing the ideas given in that meeting on issues pertaining to “senioritis”—and

ways that it can be lessened, or avoided. We will be involving our school counselors to help us formulate our own ideas as a potential program

#### **F. Clinical Experiences**

Minutes were distributed

#### **G. Parent/School Relations:**

Diane Walker's report will be forthcoming. There will be a survey regarding Edline to be given out during the spring Parent/Teacher conferences.

#### **H. School Safety**

No Report

### **II. Other Information / Reports**

#### **A. Drivers Education**

Jeff offered some information regarding Driver's Education program being implemented at U-High. This is being offered as a result of new legislation regarding driver's ed. This elective will be offered at 7 a.m. or Saturday mornings, and as an increase in our summer class offerings. Changes inherent in this program will affect other departments' FTE's, and we need to be sensitive to that

#### **B. Internship Program:** No Report

**Move to Adjourn:** Jim Potter made a motion to adjourn. All seconded.

Submitted by: Shyla Anderson

The next Keystone meeting is scheduled for January 9 at noon in the U-High conference room.