

# RosaryAcademy

## *Academic Council Meeting Minutes*

September 5, 2017

7:45am

Meeting Facilitator: Shawna Pautsch

Attendees: Rich Yoon, Andrea Barclay, Kristin Crowley, Diane D'Alba, Kelly Troisi, Sam Hunt, Megan Kappe, Elaine Nutt, Shannon Gavin, Dave Lyons, Greg Chavez, Tom Tice and Frances Chavez (recorder)

The meeting began with prayer

### **I. Faculty Meeting**

- We will be moving our September 26<sup>th</sup> meeting to September 19<sup>th</sup> – please check your calendars and get back to Shawna with any conflicts
- We will be adding in additional meetings on Thursdays for our E3 process – we will need to ask students and parents to join our committees – the report needs to be completed by November 1<sup>st</sup>

### **II. Emergency Drills (Greg Chavez)**

- First fire drill – September 13
- Department chairs please make sure you review the emergency procedures with your department – encourage teachers to go over the procedures with students – it is important that students remain quiet during drills
- Updated maps for lawn designation will be distributed – the students will line up with their house teachers on the field
- An Email will be sent with revised procedures
- Make sure you familiarize yourself with the emergency procedures document and know the procedures from memory
- The Great Shake Out will be October 19
- State law requires us to conduct at least one drill per month - we will be mindful of increment weather – we will try and conduct a lockdown drill during red and gold and/or breaks so that students know what to do during those times as well
- Teachers will know which week they are happening but not exact day and time

### **III. New Department Chair**

- Diane D'Alba is the new department chair for religion – thank you to Diane for accepting this new role

### **IV. Books and e-texts**

- Check in with your department and see who is having issues – email issues and screen shots to Rich Yoon and Karla Reyes so they can be resolved
- Goal for next year is to have Master Schedule done by end of June so we can post the textbook information at the beginning of July – we also hope to have our book rep come out in order to do a book in-service and show teachers what the students see and how to access books

### **V. Recognition and Classroom details**

- Remind your department that it is really important for them to send post cards to parents regarding the good things their child is doing – they can also call parents – parents like to hear recognition - Shawna will ask for names of students who are doing good things so she can send out certificates to parents
- We will also have the opportunity to do peer recognition – it is important to recognize the good things we do as well – we will pass a crown around to thank and recognize our peers
- You will notice papers being hung on your classroom wall with instructions on where to hang the mission statement and the 7 benefits – this is for facilities so they know where to hang these frames and also so they know where to place the prayer shelves – we are hoping to have more consistency with our crucifixes

- If your class is doing something interesting please call down to the main office so Donna can take pictures of the activity and market what we are doing

#### **VI. Program Ideas**

- It is time for us to look at what programs we are currently doing and market the material – we also have to do what we say we are doing in the classroom
- We are looking to have a “Royal Advantage” program which consists of the following 3 areas:
  - A. STREAM
  - B. Internships
  - C. Seminars
- We are not trying to ask more of the students time but hopefully enhance what they are already doing by offering various options during lunch, Easter break, Christmas break and summer programs
- We need to look at why girls come to Rosary, we need to be a strong academic school
- It is time we re-brand and market what we are doing
- Other schools may offer a distinguish at entrance but perhaps we can do a distinguish at exit – perhaps offer a distinguish on their diploma
- Talk to your department regarding attending evening admission events – we all need to be involved in admissions and tell our story well
- We definitely need to add in PLC’s but we need to come up with cross curricular plc’s so that we are all talking to each other and can offer our students what they need for the next level

#### **VII. LEC and Center for Learning**

- The Center for Learning is for students who have an IEP, 504, etc.
- If you notice a student in your class is struggling perhaps give a referral to the Center for Learning so that assessments can take place – it is also important that you discuss academic issues with our academic counselors – if a student is having an academic issue please send them to the academic counselor

#### **VIII. Process for Professional Development**

1. Get approval from department chair
2. Dept. chair initial paperwork
3. Submit to Shawna – prefers that the conference or workshop is on the West Coast
4. Submit to Karla or Jayme for registration

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## *Academic Council Meeting Minutes*

November 9, 2017

8:00am

Meeting Facilitator: Shawna Pautsch

Attendees: Rich Yoon, Andrea Barclay, Kristin Crowley, Diane D'Alba, Kelly Troisi, Sam Hunt, Megan Kappe, Elaine Nutt, Shannon Gavin, Dave Lyons, Tom Tice and Frances Chavez (recorder)

A copy of the E3 report will be emailed today for review.

### **I. Valedictorian and Salutatorian selection process**

- We need to look at how the selection process will work
- How do plus and minus grades play a role into the selection process
- Do we want to look at the top 10 students and have a selection process where students do a speech in front of a panel
- Do we want to create a system where we look at cum laude, magna cum laude, summa cum laude
- Perhaps we need to create a board with two people from academic council and two other faculty members in order to get some input and a process started
- Dept. Chairs should have a discussion with their department about grades and also take some accountability on how your department members are giving exams in order to make sure that assessments are fair to our students
- The selection process for Val and Sal will be reviewed in January once reports cards have come out and the counselors are able to look at transcripts and see where the GPA's fall – the problem for this year may solve itself

### **II. Grades**

- Grades will be due before Christmas Break possibly on Dec. 20 or 21
- Report cards released sometime between Jan. 3 thru Jan. 6 (Shawna will look at specific dates and report back) we will need to notify parents about the date of release for Report Cards
- Remind your Dept. to put an out of office message on their email before leaving for Christmas break so they don't feel like they need to respond to parents. Teachers deserve their break.

### **III. "Horizons/Options"**

- JSerra and Mater Dei both have special needs students
- Rosary has been approached by a family to think about accepting a special needs student
- Discuss with your department members what their concerns and needs would be
- This is a wonderful opportunity for us to expose our students to special need students

### **IV. Office hours**

- Office hours will take place during FLEX on Wednesdays when we do not have House
- Teachers will need to give students slips in advance in order to attend Office Hours
- We need to encourage students to attend Office Hours when they are assigned in order to help them complete missing assignments or help them understand a lesson
- If students miss their appointment for Office Hours then they will be issued an Academic Detention
- Perhaps during the first 20 minutes of flex they can go to different classes but the second 20 minutes of flex they need to remain in an assigned classroom for the remainder of the time until Lunch
- Seniors will be in the Assembly Hall during this time

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## *Academic Council Meeting Minutes*

December 7, 2017

7:45am

Meeting Facilitator: Shawna Pautsch

Attendees: Rich Yoon, Andrea Barclay, Kristin Crowley, Diane D'Alba, Kelly Troisi, Sam Hunt, Megan Kappe, Elaine Nutt, Shannon Gavin, Tom Tice and Frances Chavez (recorder)

### I. Valedictorian and Salutatorian selection process

- Kelly will email policies from other schools and any information she may have regarding this selection process
- Counselors will look further into this after the break to see where we are at so we can make a decision in January and communicate that to our parents at the senior parent meeting
- We may need to meet during red and gold flex to discuss senior awards

### II. E3

- Student work is important to our process and should be included as visible evidence. Please make sure to include rubrics
- Sam will send out a google invite so that all evidence can be uploaded into folders
- The leadership team is currently working on the document. As soon as it is complete Shawna will email it out to the community for feedback. Please ask your department members to pay attention to the educational improvement plan since the structure has been changed a little bit

### III. Admissions

- Early admission students have been very articulate and excited during their interviews
- There are rumors and concerns from prospective parents regarding our academic rigor and customer service. What happens in our classrooms is an important marketing tool
- We have to get better at communicating our curriculum especially in AP
- We need to look at how we place the right students in AP and look at what the college board curriculum is
- If any teachers who are teaching AP need to attend workshops or need resources, please have them see Shawna or Rich
- The counseling department, Rich and Shawna will provide everyone with a formalized process for AP placement
- There is a meeting for AP teachers on December 12<sup>th</sup>. If you have any issues or concerns regarding AP please send them to Rich Yoon prior to Dec. 12

### IV. Semester exam schedule

- Do we need 1.5 hours for exams?
- Should we have tests by period or subject? – Teachers would like to proctor their own exam in case students have questions regarding the exam
- Should we have 4 days of testing verses 3 days – we would only have one test on the last day if we do 4 days of testing and perhaps the students can come in around 9:30 on the last day. This would allow for makeup time in the morning if needed
- Can we move two exams to the Friday before the 3 day weekend?
- We need to remind students that these final days are mandatory, vacation trips should not be planned during this time

- Shawna will be putting together a projected dates sheet so that parents are aware of when school begins and other important dates for next school year
- If you know of any students who will be missing school please have them notify the counselors and the attendance office

V. Senior interviews

- We may want to think about bringing them back next year
- Parents would like their girls to be prepared for college life especially when it comes to self - defense
- Course surveys – we need to think about doing these for each class in order to gather data. The Academic Council should come up with the questions for the survey
- We need to survey seniors and their parents

VI. Office hours during flex

- Rich Yoon has information that he can send to you regarding office hours
- Morgan will be meeting with all the freshmen during this time to see how they are doing and offer them any skills they may need
- We will review the bell schedule in January and have a meeting. It is important for our Athletic Director to be included in this meeting

VII. Observations

- Rich Yoon will be doing formal observations of Dept. Chairs in January. He will meet with Dept. Chairs after the observation to discuss the observation

VIII. Course catalog

- Please send updates to Rich Yoon. Once he makes all the changes he will re-send the document to you for review.

IX. 90 day evaluations form

- Please complete them and return them to Andrea Barclay as soon as possible
- Be mindful of your evaluations. It is important that you write a useful critique so that our new teachers can learn from this evaluation

# RosaryAcademy

## *Academic Council Meeting Minutes*

January 11, 2018

7:45am

Meeting Facilitator: Shawna Pautsch

Attendees: Rich Yoon, Andrea Barclay, Kristin Crowley, Diane D'Alba, Kelly Troisi, Sam Hunt, Megan Kappe, Elaine Nutt, Dave Lyons, Greg Chavez, and Frances Chavez (recorder)

The meeting began with prayer

### **I. Tech Support/Help Desk**

- Currently looking at different tablets for all students next year since the lease is up with the current laptops. The teachers may not receive the same exact device as the students but teachers need to know how to navigate the student device as well
- We need someone at the help desk and in the classrooms as well to help with campus wide needs
- Possibly hire a campus technology specialist - please look over the job description that was passed out at the meeting and let Shawna know your thoughts on this position before it's posted
- Choose one person in your department who can help with technology needs within your department. Someone who would be willing to help a new person set up a gradebook in Aeries and teach them how to navigate Moodle
- Cross training is needed especially in Aeries
- Effective Jan. 16<sup>th</sup> loaner devices will no longer be issued by the IT department when students forget their laptops at home. Please remind students that they need to bring in their laptop each day and it should be charged and ready to go

### **II. Articulation meeting**

- Please let Shawna know by next week if February 22<sup>nd</sup> works for your schedules for an articulation meeting with our partner schools
- We will discuss the following: standardizing testing scores, homework policy at current school, expectations when students come in and Center 4 learning
- We need to have our students help out at our partner schools. Perhaps with tutoring or other things in order to help build our relationships with them
- Principal Tom Waszak from St. Francis school will serve on our consultative board

### **III. Course Catalog**

- Please look at the course catalog and let Rich know if you have any changes
- All prerequisites should be clearly stated in the course catalog
- Incoming 9<sup>th</sup> graders, teachers and staff will receive hard copies. It will also be posted online

#### **IV. Updates/Information**

- Dept chairs will be observed by Rich Yoon next week
- Aeries conference in Ontario will be held March 5 and 6. If you or anyone in your department would like to attend please let Rich know soon so he can register you for early registration which is Jan 26<sup>th</sup>
- Now that first semester is over we can look at grades for our Val and Sal. We have two students who both qualify for salutatorian. Everyone agreed that doing a co-Sal would be fine

#### **V. Red and Gold Flex Meeting Schedule/Office Hours**

- World Language – Jan. 31<sup>st</sup>. Religion - Feb 5. Visual Graphics/Art – Feb 6. Math – Feb 7. Science – Feb 12. English - Feb 13. Social Studies – Feb. 20. Exercise Science – Feb 21.
- We may have an Academic Council meeting and a meeting to discuss “Awards” during flex time as well
- Office hours during flex will happen in January – we need to talk to the students regarding this
- Any student who has a D or an F in a class should see their teacher during office hours

#### **VI. AP meeting**

- We will hold an AP meeting for parents to explain rigor and expectations

#### **VII. Awards night**

- We will only be honoring 1<sup>st</sup> honors students with a 4.3 gpa
- Teachers will be invited to attend and will not have to pay, we would also like for some teachers to present awards to students

#### **VIII. New bell schedule**

- Many students and teachers have discussed the value of “House” it doesn’t seem to be working out. A lot of activity is usually crammed into a short amount of time or the students don’t have enough to do so they just sit and talk to their friends. No bonding is happening between the girls
- Possibly use “House” for formation lead mostly by the students
- Bell schedule is not balanced. There is no consistency. Can’t accomplish what we need to in all classes consistently
- What are other schools doing with their bell schedules that may work for us

#### **IX. Summer School**

- We will offer remediation classes at Rosary during the summer for Algebra I, Geometry I and Spanish I. We will offer Health as well. If any teacher would like to teach summer school this summer please have them contact Shawna
- We cannot have inflated grades, if a student deserves a “D” or “F” please make sure you contact parents via a phone call or email