

# Redwood High School

## Department Chair Council

### Minutes of the September 6, 2006 DCC Meeting

The meeting was called to order at 3:35 p.m. Present: Karen Barrett, Erik Berkowitz, Peggy Bogason, Fran Bozdech, Heather Curtaz, Tara Donoghue, David Goldsmith, Jennifer Labovich, Skip Lovelady, Nancy Neu, Gino Pomilia, Sue Shirley, Kim Stiffler, LaSandra White. Parents: Elaine Bengle, Carol Kuhn, Suman Vyas. Students: Sarah Barr, Sara DaMert, Beau Shaw. Guest: Louise Aliano. Peggy Bogason took minutes.

#### Introductions (Nancy Neu)

Nancy Neu started the meeting by welcoming the new and returning members. She prompted those present to introduce themselves.

#### Approval of the 5/17/06 Minutes (Nancy Neu)

*A motion was made (Shirley) and seconded (Barr) to approve the minutes of the May 17, 2006 DCC meeting. 9 approved, 0 opposed, 0 abstained. Motion carried.*

#### Opening of School – Numbers (Nancy Neu)

Nancy Neu said that the current enrollment at Redwood is 1503 students. The grade level counts are as follows:

Grade	Male	Female	Total
8	9	3	12
9	213	179	392
10	200	178	378
11	199	174	373
12	151	197	348
<b>Total</b>	<b>772</b>	<b>731</b>	<b>1503</b>

- Mrs. Neu commended the many parent volunteers who helped with orientation, “Right Stuff” distribution, school pictures, and schedule distribution.
- Mrs. Neu also explained that we are still interviewing potential Spanish teachers for a vacant position (due to a transfer just before school began). She praised the World Languages department for their assistance and support with lesson plans for the substitute, etc. Mrs. Neu said that although there have been several interviews, a viable candidate has not been discovered. She said that the classes are now being covered by a Spanish-speaking substitute teacher, and she and the rest of the members of the interview committee are continuing to interview candidates. Mrs. Neu noted that the committee will not settle for a mediocre candidate.

#### DCC Bylaws—Vote (Nancy Neu)

Nancy Neu explained that Redwood has two governing bodies: DCC and Site Council. She said that the Site Council approves budgets and explores “bigger picture” programs and ideas. The DCC is concerned with policies and day-to-day operations. Mrs. Neu also noted that the administration depends on the members of the DCC to relay information to staff and to provide feedback from the staff to the administration. In addition, the DCC provides a forum to surface concerns from the staff, parents, and students.

Last week, Mrs. Neu distributed drafts of a revised version of the DCC Bylaws. She asked that the DCC review the proposed bylaws and be prepared to vote on them at today’s meeting. After some discussion, it was suggested that the following changes be made:

- Students will serve one-year terms.
- Student votes shall be determined at a ratio of 1:200 students (to the nearest 200 number).
- Parent votes shall be determined at a ratio of 1:200 students (to the nearest 200 number).

In response to questions, Mrs. Neu clarified the following:

- A DCC member should be a liaison with the Site Council, but that person does not necessarily have to attend the Site Council meetings.
- Anyone is welcome to attend a DCC meeting.
- The Classified weighted vote will need to be determined.

*A motion was made (Bengle) and seconded (Bozdech) to approve the DCC Bylaws with the recommended changes. 20 approved, 0 opposed, 0 abstained. Motion carried.*

#### **Nominations for DCC Chair (Nancy Neu)**

In accordance with the bylaws, the DCC shall elect a DCC Chair for a term of two years. Nancy Neu asked the DCC to make nominations, explaining that the winner would be determined by a majority vote.

*Erik Berkowitz was nominated (Berkowitz) and the nomination seconded (Barr) for the two-year position of DCC Chair. As no other nominations were made, the nomination went to a vote. 20 approved, 0 opposed, 0 abstained.*

#### **WASC/Site Council (Louise Aliano)**

Louise Aliano explained the role of the Site Council. She said that among other things, the Instructional Improvement Plan, Safety Plan, WASC process and procedures, and certain budgets are discussed and approved in the Site Council. She said that the primary focus last year was to look at programs to implement this year to engage disengaged students. Ms. Aliano explained the WASC process and invited students and parents to participate. She said that the goal is to have the WASC report submitted to the visiting committee in January. The committee will visit Redwood in March. Nancy Neu emphasized that we would like to have parent and student participation in the WASC process but she noted that many of the meetings occur on Staff Development days when students are not in school. Ms. Aliano will e-mail the DCC to see if there are parents and students who would like to participate.

#### **Field Trip Moratorium in May – Review (Nancy Neu)**

Nancy Neu reviewed that last May a department chair had recommended a field trip moratorium from the beginning of May until the end of school year due to the vast number of student absences (*DCC Minutes, May 17, 2006*). Mrs. Neu said this would apply to any off-campus trips that take students out of more than the supervising teacher's classes. It was decided at that DCC meeting to discuss a possible moratorium with department members and vote on it in September, 2006. At today's meeting, the pros and cons of the proposed moratorium were discussed in depth. Mrs. Neu explained that no field trips are allowed during STAR testing or other school-wide events.

*A motion was made (Labovich) and seconded (Barr) to move the discussion to departments, come up with some kind of suggestions/ideas/decisions to discuss at the next DCC meeting, and eventually conduct a weighted vote on the issue. 20 approved, 0 opposed, 1 abstained. Motion carried.*

#### **Textbook Check-out Procedures (Nancy Neu)**

Nancy Neu said that it is critical that every teacher use the textbook tracking system to check out all textbooks before distributing them to students. This may be done by using scanners or by typing the information into the tracking program. She also said that Roland Ruesch, the Service Center Specialist, is available to help anyone who is having difficulty with the scanning procedures; it is extremely important that this is done correctly. Mr. Ruesch is also available to help input lists into the system. It is equally important to scan the books back into the system when the students return them to the teachers. Mrs. Neu said that Redwood lost thousands of dollars in books last year because these procedures were not consistently followed, and because there were no records of the loss of these books, there was no way to hold the students responsible for the materials or their replacement costs. She also said that we withheld 750 report cards last summer for materials that were reported missing; however, it became evident that many of the "lost" materials were, in fact, returned prior to the end of school. This caused a great deal of anger and frustration on the part of parents and students. Mrs. Neu strongly reiterated that the DCC must explain the importance of following the scanning process to their departments. She said that Mr. Ruesch will provide her with a list of teachers who have not yet scanned in books this year. Mrs. Neu again said that if there were difficulties or discrepancies with the scanning process, please see Mr. Ruesch. If money is collected for lost textbooks, it will be deposited into the appropriate department's budget and the department chair then needs to reorder the books. A department chair inquired if it was possible to receive detailed lists of book titles that were returned or lost; Mrs. Neu will check with Mrs. Tranchina.

### **Department Budgets (Nancy Neu)**

Nancy Neu said that the budget secretary, Donna Tranchina, has distributed department budgets to each department chair. If they didn't receive a budget or have questions, see Mrs. Tranchina. Mrs. Neu said she would also be glad to answer budget questions. Department Chairs will be given updated budgets once a month. She reminded the DCC to ask budget questions at the site before asking someone at the District Office. Mrs. Neu also said that TUHSD CBO Lori Parrish would be glad to come to a future DCC meeting to explain how to decipher budgets. She reminded the DCC that reimbursements will only be for \$200 or less. In response to a complaint, Mrs. Neu said that only one teacher approached her last spring about a special purchase that would require leaving that portion of the department's budget intact (*DCC Minutes, February 15, 2006*). Mrs. Neu will have the budget secretary at the next DCC meeting to show the DCC the protocol of using a budget.

### **Parent Allocation Grants (Nancy Neu)**

Nancy Neu said that the Redwood High School Foundation Allocation Panel grant applications have been delivered to mailboxes and sent to staff via e-mail. The grant applications are due to Mrs. Neu by 4:00 p.m. on September 22, 2006, so there is plenty of time to research and write the applications. She reminded the DCC that applicants must remember to show up for their presentation appointments or forfeit the opportunity.

- Jamie Garcia and Bernadette Rattet will be the teacher representatives on the panel.
- Mrs. Neu is advertising in the Twig for student representatives.
- Jackie Littman and Cathy Devereaux are the co-chairs of the Redwood High School Foundation Allocation Panel.
- The Allocation Panel has already made the following grants for this school year:
  - \$20,000 in copying costs
  - \$10,000 for the Peer Tutoring program
  - \$5,000 for campus beautification
  - Salaries for a library clerk and an English paraeducator

Mrs. Neu reminded the DCC to talk to their departments about grant ideas for the classroom, student activities, and campus improvements. For Back-to-School night, she asked that staff put the supplied stickers on items that had been purchased with grants and point out these items to the parents.

**Meeting adjourned at 5:01 p.m.**