

Redwood High School

Department Chair Council

Minutes of the May 16, 2007 DCC Meeting

The meeting was called to order at 3:31 p.m. Present: Karen Barrett, Peggy Bogason, Frances Bozdech, Heather Curtaz, Tara Donoghue, David Goldsmith, Skip Lovelady, Nancy Neu, Gino Pomilia, Sue Shirley, LaSandra White. Parents: Elaine Bengle, Carol Kuhn, Suman Vyas. Students: Beau Shaw. Guests: Cory DeMars, Ben Kolb. Peggy Bogason took minutes.

Minutes from the 5/2/07 DCC Meeting (Nancy Neu)

The minutes stand as submitted.

Nancy Neu announced that Redwood earned a six-year WASC accreditation, good until 2013 with a 3-year progress report but no WASC team visit. She said this is the best possible result and only about five percent of schools earn the six-year accreditation. She thanked everyone for the incredible job that was done.

Summer School (Cory DeMars)

Nancy Neu introduced Cory DeMars, the principal for summer school. Mr. DeMars has been involved with summer school for eleven years, but this will be his first year as principal. Nancy Neu explained that our security cameras will be in operation around the clock to cut down on potential vandalism during summer school. Mr. DeMars explained the summer school facilities and program. If Redwood teachers need to move out of their classrooms, Mr. DeMars will provide them with packing guidelines (pack only books and personal items) and will pay them \$40 per hour. He listed the classrooms that will be used, noting that rooms might need to be added depending on enrollment. He emphasized that computers need to stay in classrooms. This year, the registration will be on June 19—not an instructional day. More information is available on the summer school website (linked to the TUHSD website).

- In response to a question, Nancy Neu reminded the DCC that changing requirements for summer school must be done through department facilitators and the Instructional Council, not DCC.
- There were 967 students in summer school last year. Mr. DeMars expects there will be about 1000 students this year. He explained that students cannot miss more than two days or they will be dropped from summer school.
- In response to a question about inconsistent summer school grading policies, Mrs. Neu again reminded the DCC that these questions should be discussed in Instructional Council.
- Mr. DeMars explained that students retain their original grades, and grades earned in summer school are listed as 3rd semester grades. The GPA is an average of the original and summer school grades. He also explained one-credit redemption classes; students do work related to the classes in which they lost credit.
- Nancy Neu reiterated that items that are lost or damaged during summer school will be paid for by summer school; she asked staff to do a complete inventory and get lists of missing/damaged items to Mr. DeMars after summer school is completed.
- Mrs. Neu reviewed book check-out procedures.

End-of-Year Check Out Procedures (Heather Curtaz)

Heather Curtaz asked for clarification about end-of-year clearance procedures for certificated staff. Nancy Neu explained that letters are sent to students about missing materials and what needs to be done to take care of these matters. She will have Donna Tranchina and Roland Rüesch e-mail teachers with a clear timeline for students to return books. Mrs. Neu also suggested that certificated staff try to get their own check-outs completed as early as possible as some classified staff may be leaving early on Friday, June 15.

Mrs. Curtaz distributed information sheets about the Sonoma Book Bindery.

Additional Items

- Nancy Neu thanked Carol Kuhn for her years of service.
- Fran Bozdech mentioned the idea of having a senior awards program that would provide an opportunity to announce scholarships, grants, awards, and special recognition that might not be included in the Sequoian banquet.
- Peggy Bogason said she would like department awards to her by May 30 if they are to be included in the graduation program.

Meeting adjourned at 4:35 p.m.