

PMC February 3, 2014

MINUTES

I. In Attendance: Pat Weil, Bill Madura, Amy Vezmar; Anthony Belli; Anthony Constantino; Ashley Sudar; Gary Kilburn; Jim Hus; Lauren Ludwig; Reese Ryzewski; Mike Huber

II. Old Business

1. Staff survey regarding quarterly assessments and final exams

- Marc is charge of developing questions. Need to check progress.

2. Computer labs

- Tony worked with Nora to develop a computer based sign-up system for the computer labs. Mrs. Angotti will maintain a master schedule on Microsoft Outlook. A short instructional video describing the system and its use was created an sent to staff

3. Advisory Program Proposal

- The group continued the discussion about what an advisory program's purpose would be, what function it would serve, and how much time would be allotted per week for it. Also, discussion took place about the importance of obtaining faculty input and how to gather that information. Finally, there was discussion about looking at other schools that had an advisory period and how it worked for them.

4. NWEA Testing

- Next fall 9th graders will be tested (likely during English class) 3 times throughout the year.

5. Minutes tabled from December 16, 2013 meeting. They will be submitted for approval at the February 18, 2014 meeting.

III. New Business

1. 2013-14 Professional Development Activities and Calendar

- Dr. Weil presented the group with an updated schedule of dates and topics for training for the second semester. He noted that time needed to be set aside for the faculty to conduct self-study activities critical to

preparations for the AdvancED accreditation visit next year. He also noted that presentations would be made by faculty volunteers on various topics including assessment, data-driven instruction, critical thinking skills, and content-area literacy.

2. AdvancED Accreditation

- Amy Vezmar spoke about the general process. Dr. Weil asked for a status report on the committee charter he presented in October.

3. 2014-2015 Student Handbook Committee

- Mr. Madura asked for the appointment of a committee of faculty to serve as reviewers and editors for next year's student handbook.

4. IC 20-32-9: College and Career Readiness Assessment Implementation

- Dr. Weil shared information with the PMC regarding the unfunded state-mandated ACCUPLACER testing program for 10-12th graders. He stated that several representatives from HHS would be attending a training in Hammond later in the week to learn more about eligibility and remediation requirements. He would report back next month with more information.

5. Alternate Lunch Schedule for late start days

- Given the relentless cycle of cold and snow, we anticipate additional late-starts. Should they occur, the HCTA and administration worked out a lunch schedule flipping periods 4 and 5 on alternating days to recover lost instructional and preparation time due to the shortened time schedule.

6. Good of the order

- Next meeting: February 18, 2014 @ 3:00 pm.