

# School Site Leadership Team Minutes

1.11.12

Arcadia High School

Conference Room 1, Administration Building

Chairperson: Terri Darr [tdarr@ausd.net](mailto:tdarr@ausd.net)

**Members Present:** Terri Darr, Kathy Yamane, Catherine Merel, Craig Wiblemo, Jennifer Lashier, Joan Stevens, Michael Feraco-Eberle, Oliver Beckwith, Robert Ilgenfritz, Ray Mynster, Jon Kwok, Brian Zurla, Niroo Dev, Christina Heinrich-Josties, Julianne Curry, Amy Wang

**Minutes** from December meeting were distributed via email and as there were no corrections, posted by Jonathan Kwok.

**Meeting called to order:** 3:05p.m.

## Consensus Items:

- Appointed timekeeper to keep the meeting on track and in a timely manner-Niroo Dev

## FOLLOW-UP TOPICS/OLD BUSINESS

1. **Scan Video Presentation Update:** by Ray Mynster- Video converted to pdf/pc friendly format but don't know where it should be placed for staff accessibility, since the file is so large. Suggestions: Server, Fusion Pages. Catherine Merel suggests it be converted to a U-Tube video and uploaded in that format. **Ray will contact Greg Gazanian, IT, and get that done.**
2. **Copy Paper Update:** by Oliver Beckwith-Teacher (J-Building) Copy Issue. They only have the Gestetner and has an issue with not having a copy machine easily accessible. Oliver will follow-up in response to this very recent email, and may or may not be able to resolve the issue. Report to SSLT will follow.

## STUDENT CHEATING

1. Joan Stevens brought up the issue that she caught 30% of her AP Environmental students (some of which are ASB leaders, etc.) cheating with online answer keys to her tests. She says some teachers feel the students cheat with turnitin.com, etc., also. States this is a school wide systemic problem...some other area schools do not have this problem because they require their students to handwrite a written pledge with the assignments they turn in. Her question: How can AHS handle this systemic problem? Brian Zurla submits that 5 years ago, SSLT did address the issue of cheating. At that time, guidelines were put into place and procedures were outlined on what steps should be taken. The onus is on the TEACHER to enforce these guidelines. Discussion ensued on how other teachers found cheating in their classrooms...how did they handle it? What is ACADEMIC INTEGRITY? What is the definition? Joan would like to know what practices other teachers and departments proceed with when they find cheating in their classes.

### **ACTION PLANS:**

- Joan will post in her classroom, definitions of Academic Integrity
- Catherine Merel will remind teachers to review the Student Handbook on cheating with students/classes. She will also look up the discipline matrix and the information posted on GAMUT.
- Joan and Catherine will report back to SSLT in February.
- Robert suggests that Apache News should air a “light” segment/reminder about cheating and there should be placed in the student bulletin a blurb about cheating especially as we are entering into finals.
- ACTION ITEM for Terri/Joan also= email teachers and DEPARTMENT Chairs as to “how you deal with cheating”. Report back to February meeting .

### **WASC Action Plan Goal/Task Implementation Planning Discussion- Please see the attached materials**

There continues to be a few items that need to be addressed by SSLT/SSC.

#### **Goal #1: SUPPORT STUDENTS WHO ENTER AUSD AFTER THE FIFTH GRADE**

PAGE 2:

- Investigate Homerooms/Advisories, We continue to need to establish a new committee; committee formed consisting of Julianne Curry, Oliver Beckwith and Terri Darr

#### **ACTION PLAN:**

Committee will delineate what this committee/goals’ scope of practice is to be about.

#### **Goal #2: Staff Development: COLLABORATION**

- States that Staff will collaborate on best practice, analyzing data and interventions that really assist the students.
- Oliver states that the Social Sciences department already complies with the goal, sometime sporadically at lunch. Assistant principals, staff report that there are sites around the school that the staff can congregate, BUT, the general consensus is that collaboration is not seen at AHS. There is a need to have teachers and staff implements this Goal and revisit it after it is implemented. AHS NEEDS evidence!!!
- Teachers repeat that now they have “the TALK” (electronic communications), but this in not sufficient to count as Collaboration.

#### **ACTION PLAN:**

Catherine will start with Department Chairs. There will be a presentation to the department chairs as to the need for COLLABORATION, and document of consistent actions. This is just the start, evidence of collaboration will need to be collected.

#### **Goal #3: Promote Connected and Well Balanced Students**

- Another committee needs to be formed...Jennifer Lashier and Terri will need to brainstorm ideas.

#### **ACTION PLAN:**

What exactly is this GOAL? The action plan/committee developed by Jennifer and Terri will need to address this goal.

Meeting adjourned at 4:03p.m.

Respectfully Submitted,

Kathy Yamane  
Secretary

Approval by Consensus and Correction: January 18, 2012

**Next meeting: February 8, 2012, Conference Room 1, 3:00p.m.**