

Eanes Independent School District

Board of Trustees Program Committee Meeting

August 23, 2001

SUMMARY

The meeting was opened by chairperson, Mrs. Charlotte Knepp at 2:00 p.m. on Thursday, August 23, 2001. Committee members Mr. Marvin Bendele and Ellen Balthazar, were also in attendance.

Staff members present for the discussion were:

Dr. Jeffrey Weaver, Superintendent
Mr. Jerry Molinoski, Assistant Supt. for Human Resources & Communications
Mrs. Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Gloria Thomas, Director of Elementary Curriculum and Instruction
Rick Bentley, Director of Secondary Curriculum and Instruction
Ann Jinkins, Director of Special Education
Paula Murray, Director of Staff Development/Instructional Technology
Terri Rodgers, Principal of West Ridge Middle School

1. TAAS & AEIS Reports/Discussion

In addressing the recent drop in ratings from "Exemplary" to "Distinguished" for the district and West Ridge Middle School, Sheila Douthit discussed her findings from disaggregating the district's TAAS results. She noted that overall the student passing rate on the 2000-2001 TAAS remained consistently above the 96% and increased slightly over the 1999-2000 scores. For 2000-2001 additional student groups were included for the first time in both campus and district ratings and the difficulty level of the tests increased. Compared to 1999-2000 TAAS scores, the Spring 2001 sub-group results are higher in all but three of the fifteen categories reported.

It was further noted that in some instances, particular sub-groups scored higher than the "all student" group. However, there were no clear patterns of performance across the grade levels or campuses.

The West Ridge Middle School 8th grade writing scores in the white student sub-group pushed the percentage of all students who met the standard just below the 90% required for Exemplary – to 89.5%.

The district's rating was also affected by passing rates within the student sub-groups. When test results for reading and math were summed across all grades, scores for the economic disadvantaged sub-group were 87.1% and 89.6% respectively. Math scores were 4.8 percentage points higher than last year, while scores in reading fell in this category by 3 percentage points.

Terri Rodgers, West Ridge principal, and Ann Jenkins, director of Special Education, identified some students that may benefit by taking the TAAS State Developed Alternative Assessment. Ann Jenkins informed the committee that she is beginning the training of staff for phase II of this assessment.

Mrs. Douthit reviewed the TAAS Improvement Plan and Mr. Bentley discussed the End of Course TAAS tests, noting that there were significant gains in Algebra at Westlake High School.

2. Staff Salaries

Jerry Molinoski, Assistant Superintendent for Human Resources and Communications, addressed the difficulty of hiring new staff when surrounding districts are offering higher salaries. He pointed out the following observations:

- Teachers are leaving the district with many years of experience and are being replaced by new teachers with little to no experience.
- Most of the twenty-five employment candidates that declined formal offers of employment did so due to compensation reasons.
- The district has been reduced from the rank of 15th in the state to 110th for beginning teacher's salary.
- The district is having difficulty recruiting teaching and administrative staff due to the high cost of living in Austin and salaries lower than most of the surrounding districts.

Mr. Molinoski recommended to the Program Committee that the district give the teaching staff a payroll increase of \$1,000 each and a 3% pay raise for non teaching staff. He felt this action would go a long way in boosting the staff morale, help reduce the district turnover, put the district in a more competitive recruiting position, and most of all help to maintain a high quality teaching staff to ensure the best education for our students.

Mrs. Knepp stated that having quality teachers is a priority and that EISD should be number one in central Texas in teacher salaries and recommended that this issue be addressed right away rather than waiting till next year. Marvin Bendele and Ellen Balthazar agreed. However, Mrs. Balthazar suggested that this issue be taken to the Finance Committee at their meeting on Monday, August 27th. Mrs. Knepp added that Dr. Weaver and Robert Jocius should be prepared to address this topic with the full Board at the next School Board meeting.

3. Student Code of Conduct – Minor Revisions

Mr. Rick Bentley outlined the changes to the Student Code of Conduct brought about by recent legislative action. The proposed amendments are the result of legislation that was carried forward to the Governor after the EISD deadline for publication. Charlotte Knepp recommended that we make the mandatory changes to be in compliance with the laws. The rest of the program committee members, Ellen Balthazar and Marvin Bendele, concurred.

4. Curriculum and Instruction Update (Staff Development Plan)

Sheila Douthit updated the committee on the status of the curriculum development for the secondary level. The curriculum writing committees have completed much of the work with a goal to finish the curriculum this year.

Mrs. Douthit also announced that through our Partner District Agreement, Region 13 will make a wide variety of courses available through the EISD Professional Development Academy, many of which will be at no cost.

The meeting was adjourned at 4:35 p.m.

Eanes Independent School District

Board of Trustees Program Committee Meeting

September 25, 2001

SUMMARY

The meeting was opened by chairperson, Mrs. Charlotte Knepp at 1:00 p.m. on Tuesday, September 25, 2001. Committee members Mr. Marvin Bendele and Ellen Balthazar, were also in attendance.

Staff members present for the discussion were:

Dr. Jeffrey Weaver, Superintendent
Mrs. Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Gloria Thomas, Director of Elementary Curriculum and Instruction
Rick Bentley, Director of Secondary Curriculum and Instruction
Paula Murray, Director of Staff Development/Instructional Technology
Dr. Alan Veach, Principal, Westlake High School
Dr. Julia Hankins, Associate Principal, Ninth Grade Center

1. Westlake Ninth Grade Center Update

Dr. Hankins announced to the Program Committee that the Ninth Grade Center has had a good start and that the campus and staff provide a sense of community and security to the freshman class. She provided information regarding her plans to assist teachers and students toward higher levels of performance on state assessments and expressed an intention to increase the number of students "mastering" all objectives. In conjunction with this, she recommended a ninth grade focus on writing skills. Another goal she stated is to improve the TLI scores to around the 80th percentile.

2. Westlake High School Update

Dr. Alan Veach, Westlake High School Principal, informed the Program Committee of the following changes he has initiated at the high school campus:

- Staff development will be organized to focus on specific goals. Teachers will be trained and then given opportunities to share their training with their peers. This gives the teachers an investment, while reducing staff development costs and time away from the district.

- The master schedule will be set in April or May to allow time for students to make necessary changes. This should reduce the impact of schedule disturbances during the first two weeks of school.
- A Westlake Communications Committee has been set up to address multiple concerns so the Department Chairs have more time to focus on curricular issues.
- Attention is focused on horizontal teams. To ensure students receive equal learning opportunities, there will be uniform course syllabuses and final exams.

3. Westlake High School Instructional Issues

The following issues were discussed:

Recommended High School Program

Staff reported that state law requires that beginning with the freshman class of 2003 – 2004 all students will be required to graduate under the Recommended High School Program unless the student's parents file for a waiver. The Recommended Program requires all students to accumulate at least 24 credits in stipulated areas. The discussion centered around the question of whether or not to require all students to graduate under the 24 credit minimum even when waivers are granted. Currently, in addition to the Recommended Program, there is a Minimum Program requiring only 22 credits.

Superintendent Weaver noted that the number of students graduating under the Recommended High School Program may indeed become one of the quality indicators under the Academic Excellence Indicator System (AEIS).

Scheduling

Staff noted that in order to better accommodate the requirements of the Recommended Program and to allow students the opportunity to enroll for four years of a specialty such as band, orchestra, choir, athletics, or other electives, a modification of the existing six period schedule should be seriously considered. Options might include an A/B Block schedule or a true seven period day.

Number of Course Offerings at Westlake High School

The discussion centered around recognition that the Westlake High School has an extensive array of elective offerings that produces both scheduling and staffing difficulties. Furthermore, this situation has an impact on the efficiency of the budget. Staff will bring recommendations to a future meeting regarding ways to address the situation.

Discussion ensued regarding the current delivery of gifted and talented instruction at the high school. The director of the district's G/T program provided some history regarding the current AP/G/T course offerings. Options such as TEA-approved independent study courses for credit were discussed.

One of the questions asked by Chairperson Knepp concerned the budgetary impact of the current method of staffing and scheduling for off-season sports. Dr. Veach replied that he is in the process of reviewing this issue as he works toward building a more efficient schedule.

Grade Point Average (GPA) and Class Rank

It was noted by several administrators that Grade Point Average and class rank continue to be points of discussion in school districts throughout the nation, and they shared articles from the College Board and other sources that illustrated the extent of this dilemma. It was also noted that when courses are weighted in the manner of Westlake High School the increased numbers of sections complicate student placement, create many singleton classes, and impact the balance of class sizes. Furthermore, the weighting of non-core courses affects student choices in a way that may be contrary to the best overall academic plan for individuals. Staff members expressed a desire to consider a more straightforward approach to course differentiation and will bring recommendations to a future meeting.

4. EISD Professional Development Plans for 2001-2002: Update

Sheila Douthit distributed copies of the district staff development plan and explained the following changes in this year's program:

- The plan is prescriptive in the respect that it addresses organizational concerns such as preparing for the new state assessment/TAKS and provides teams of teachers the opportunity to train together.
- Topics have been identified by campuses for which the district will fund staff development. Many of these workshops are offered this year at Region XIII.

The Program Committee suggested that the staff prepare to share their findings and possible options with members of the Board's Finance Committee. The Superintendent indicated that he would facilitate further discussion. Additionally, staff will continue to explore viable options and share those with the Program Committee throughout the fall semester.

The meeting was adjourned at 4:10 p.m.

Eanes Independent School District

Board of Trustees Program Committee Meeting

October 17, 2001

SUMMARY

The meeting was opened by chairperson, Mrs. Charlotte Knepp, at 2:00 p.m. on Wednesday, October 17, 2001. Committee members Mr. Marvin Bendele and Ellen Balthazar, were also in attendance.

Staff members present for the discussion were:

Dr. Jeffrey Weaver, Superintendent
Mrs. Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Gloria Thomas, Director of Elementary Curriculum and Instruction
Rick Bentley, Director of Secondary Curriculum and Instruction
Paula Murray, Director of Staff Development/Instructional Technology
Dr. Alan Veach, Principal, Westlake High School
Dr. Julia Hankins, Associate Principal, Ninth Grade Center
Shirley Faske, Counselor, Westlake High School

Mr. Al Cowan, President of the Board of Trustees, was present in the audience.

1. Westlake High School: Athletic Training Issues

Dr. Veach informed the Program Committee that weight lifting for girls has been suspended until every coach of females has taken weight lifting training. This training is to be provided by the University of Texas.

Two parents in attendance expressed concern over the students that have suffered injuries from weight lifting. Dr. Veach asked that all injuries be reported to staff so they can document the incidents and address the problems to ensure safety for the students.

2. Westlake High School: Counseling Update

Shirley Faske shared with the committee the following benefits of having the freshman class served in a separate building:

- The Ninth Grade Center has been very advantageous in allowing more counseling opportunities for the freshmen students. Since the students are not spread out and integrated as much with upperclassmen, the counselors are able to address more freshmen issues in classes other than English.
- Counselors have more time to meet with the 504 and special education students to show them what services are available (they are different than what they receive in middle school) and how to access them.
- High school counselors are offering more small group counseling sessions.

Dr. Veach was very complimentary of the job Shirley Faske performs as the high school career counselor and emphasized what an important niche she fills at Eanes ISD. He also stated that there are high school students at risk that would benefit from counseling by a well trained at-risk counselor. It was noted that this position was recommended two years ago as part of the district's strategic plan and also by the Safe & Drug Free Schools and Community/School Health Advisory Committee.

3. Westlake High School: School Climate, Safety and Discipline Issues Update

Chairperson Charlotte Knepp asked if the district is comfortable with the AEP placement for students found with alcohol and drugs. The consensus was yes and Dr. Veach noted that in addition to the AEP placement, the students also receive counseling and are required to do community service. However, he also stated that there is a concern about the AEP students being released at 2:00 p.m. that is during the most vulnerable time for AEP students to get into trouble. This early dismissal time is a result of staffing problems and it is Dr. Veach's intent to try to have this corrected for next year.

Committee member Ellen Balthazar asked if the technology problems had been resolved at the high school. Dr. Veach and Julia Hankins both assured her that the Information Systems Department is working on the problems and believed they were being resolved.

4. Westlake High School: Programming Discussion

The discussion centered around scheduling options that may best accommodate the students as they increase the number of credits that are required by the Recommended Program. Dr. Julia Hankins proposed starting the changes at the Ninth Grade Center and then gradually incorporate them at the upper grade levels.

Dr. Veach reported that the high school staff currently opposes block scheduling at this time. They feel it is important to wait a year or two before initiating changes to allow the staff time to receive training to better teach longer class periods and incorporate the Socratic method in their teaching skills.

The remainder of the meeting focused on discussion of the current GPA plan. Dr. Veach stated that he would like to have the GPA issues resolved by next year. He believes that the points should be limited to the core subject areas.

Committee member Marvin Bendele asked the other committee members their thoughts on the Denton GPA plan. Charlotte Knepp stated that she likes the simplicity and focus of the plan, but is not ready to sign off on this plan until other options have been studied. Ellen Balthazar felt that while she likes the focus on core courses, she feels it could limit the levels offered in some subject areas. Mr. Bendele then stated that he would like to see the GPA be considered for only the core subject areas and for languages.

The meeting was adjourned at 5:10 p.m.

Eanes Independent School District

Board of Trustees Program Committee Meeting

November 14, 2001

SUMMARY

The November 14th Program Committee meeting at 2:15 p.m. on Wednesday was attended by Chairperson Charlotte Knepp and fellow committee members, Mr. Marvin Bendele and Ellen Balthazar.

Staff members present for the discussion were:

Dr. Jeffrey Weaver, Superintendent
Mrs. Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Mrs. Gloria Thomas, Director of Elementary Curriculum and Instruction
Mrs. Paula Murray, Director of Staff Development/Instructional Technology
Dr. Cory Duty, Principal of Hill Country Middle School
Mrs. Teri Rodgers, Principal of West Ridge Middle School
Ms. Kathy Lee, District Library/Media Center Coordinator
Mrs. Sandy Cangelosi, Cedar Creek Technology Coordinator

The items of business were as follows:

1. Update: District Library Media Centers

Kathy Lee, District Library Media Coordinator, made a Power Point media presentation to illustrate the current standing of each EISD campus and the district in comparison to the Texas Library Standards related to staffing and collections. In addition, she revealed what would be required to achieve a *Recognized* standing or an *Exemplary* standing. Kathy noted that in 1989-1994 the district held a rating of *Exemplary*. Mrs. Lee pointed out since that time, as the district has grown in student population, the staffing of librarians and librarian assistants has not kept up to the standards set by the Texas State Library and Archives Commission and has fallen from the *Exemplary* rating.

Mrs. Lee shared the following good news with the committee:

- Texas Library Connection is currently funding \$35,000 in resources for each library.
- The district is considering funding out the bond money the Meriwether software program, which allows students to access library holdings from home.

- The technology coordinators and librarians work well in tandem to train the teachers to access on-line information and use software programs to support their lessons.
- Through library technology the TLC, Ebsco district subscription, and World Book district subscription are available to students.

When Ellen Balthazar asked what the district needs for a good Library Media Center program, Kathy responded that she was concerned that there is insufficient time for librarians and teachers to collaborate on lesson plans. She stated that additional staffing of librarian assistants would facilitate this effort, since they could assume some of the time consuming tasks that librarians are currently handling.

Chairperson Charlotte Knepp asked if Kathy had a budgetary request. Kathy stated that the district should aim to achieve *Recognized* status and eventually *Exemplary*. In order to achieve those goals the following additional staffing would be necessary:

3.5 FTE's for *Recognized*
12.5 FTE's for *Exemplary*

2. Update: EISD Middle Schools

Dr. Cory Duty, Hill Country Middle School principal, and Mrs. Teri Rodgers, West Ridge Middle School principal, outlined their plans for improving student achievement. The consensus was as follows:

- A need to focus on writing skills – teachers need staff development focusing on writing and students need more opportunities to develop their writing. Both campuses will be offering writing tutorials.
- Teach science so that the broad areas of life, earth, and physical science are explored each year with increasing depth. Although there will not be a TAKS science test in middle school, 60% of the reading test will contain science material.
- Balance reading in the content areas with the study of literature.
- Hill Country has an increasing ESL population. Dr. Duty expressed the need for a full time ESL instructor versus the current half time position currently funded.

Charlotte Knepp asked the principals what their middle schools need. They responded:

- full time ESL teacher for Hill Country Middle School
- a district at-risk coordinator
- a district mandated writing program

The meeting was adjourned at 4:55 p.m.

Eanes Independent School District

**Board of Trustees
Program Committee Meeting**

December 12, 2001

SUMMARY

The December 12th Program Committee meeting at 2:00 p.m. on Wednesday was attended by Chairperson Charlotte Knepp and fellow committee members, Mr. Marvin Bendele and Ellen Balthazar.

Staff members present for the discussion were:

Dr. Jeffrey Weaver, Superintendent
Mrs. Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Mrs. Gloria Thomas, Director of Elementary Curriculum and Instruction
Mrs. Paula Murray, Director of Staff Development/Instructional Technology
Mr. Rick Bentley, Director of Secondary Curriculum and Instruction
Ms. Ann Jinkins, Director of Special Education
Dr. Alan Veach, Principal, Westlake High School
Oscar Zepeda, Associate Principal, Westlake High School
Brad Wirht, Principal, Bridge Point Elementary School

The items of business were as follows:

1. Westlake High School Recommendations for 2002-2003:

Dr. Veach, Principal of Westlake High School, outlined the following issues:

1. Scheduling

Since the new graduation plan is not effective until 2004, Dr. Veach expressed the opinion that there is no immediate urgency to change the current Westlake High School schedule to accommodate the 24 credits under the then required Recommended Plan. He indicated that there is continuing discussion at the high school regarding the pros and cons of an A/B Block, as well as the option of extending the school day and reducing the lunch time in order to create a seventh period. Dr. Veach stated that there will be staff meetings as early as January to continue deliberation.

2. Gifted & Talented Program Delivery

Currently the gifted and talented students at the 9th and 10th grade levels are served in pre-AP GT classes in the four core areas. In the upper grade levels they are served in the AP classes. These classes are taught by GT trained teachers.

Dr. Veach proposed that starting next fall the GT students will be served in all pre-AP and AP classes lead by trained GT teachers. He stated that the GT students will be clustered in groups of three to five students in each class serving these students. An additional proposal for the Fall of 2002, is for ninth grade GT students to be offered an elective lunch hour course to be coded as an independent study program. This program is specially designed to stimulate their creativity and provide an opportunity to collaborate.

3. Levels of Course Offerings

Dr. Veach outlined the current course levels within each core department and the department of foreign language. The discussion primarily centered on the possibility of reducing the number of levels, particularly in math and English. Board Member Marvin Bendele recommended that the district discontinue offering the enriched math courses in Alg. I, Geometry, and Alg. II. In addition, there was discussion regarding restructuring English offerings to allow for only two levels at the ninth and tenth grade coupled with establishing appropriately challenging expectations for each level. Dr. Veach will have further discussions with the department chairpersons prior to presenting final recommendations.

4. Grade Point Averaging

The discussion centered on the issue of devising a more straight forward system for determining GPA that would eliminate student and parent anxiety and create opportunities for students to take a wider variety of electives without concern regarding course weights. Options that were discussed included:

1. continuing the current nine point GPA system
2. adopting a plan similar to that of Denton ISD which assigns grade points only to the core subject areas and foreign language
3. devising a plan that assigns points to courses required to fulfill the 24 credits required under the Recommended Plan

The consensus of opinion was to continue the study of GPA options and discuss at the Board of Trustees workshop to be held in January.

2. Special Education Update:

Time did not allow for complete discussion of this item. The Director of Special Education, Ann Jinkins, notified the committee members of the upcoming public forum sponsored by the Office of Special Education Programs and noted that it would be an opportunity to address two areas of concern.

1. Federal funding should be at 40%, but is currently only about 11%.
2. Request that no additional regulations or mandates be added.

The FOCUS Program, a Special Education project, was implemented this year to enable students in a self-contained classroom to attend a regular education classes. Mr. Zepeda, Associate Principal of Westlake High School, explained how the program operates. When a student is on the verge of losing control, the classroom teacher radios for a FOCUS teacher or aide to come to assist. The FOCUS teacher/aide will pull the student from class, help the student to refocus, and student usually returns to class. The program is a roaming support system and has worked very effectively. One of the benefits of this program is that although the FOCUS teacher/aide's primary purpose is to redirect the student, he/she can also assist the student academically. This program is proving to be successful in reducing classroom interruption and aiding students in need of redirection.

Mrs. Knepp asked Sheila Douthit to set a date for a workshop for the Board Members and administrators to discuss the High School issues. The meeting was adjourned at 4:30 p.m.

Eanes Independent School District

Board of Trustees Program Committee Meeting

February 13, 2002

SUMMARY

The February 13th Program Committee meeting at 2:00 p.m. on Wednesday was attended by Chairperson Charlotte Knepp and fellow committee members, Mr. Marvin Bendele and Ellen Balthazar.

Staff members present for the discussion were:

Mrs. Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Mrs. Gloria Thomas, Director of Elementary Curriculum and Instruction
Mrs. Paula Murray, Director of Staff Development/Instructional Technology
Tracy Sherrod, Director of Information Systems
Dr. Alan Veach, Principal, Westlake High School
Terri Rodgers, Principal, West Ridge Middle School

The items of business were as follows:

1. Update of Westlake High School's discussions regarding grade point average:

Dr. Veach, Principal of Westlake High School, reported that there are ongoing discussions involving department chairs, the Westlake High School Campus Leadership Team, and the student correlate group. Current practices are being reviewed for approximately twenty-one schools across the state. The following topics are under consideration:

I. Method of calculating grade point average (GPA) and class rank:

- a. Which courses should receive additional weights in the calculation of class rank (core, core and electives, some combination thereof, correspondence courses, independent study, dual credit, course taken in middle school, etc.)
- b. How to weight course categories (Academic, Pre-AP, AP, etc.)
- c. Which weighting scale to use (4.0 scale, 5.0, 6.0, 9.0, or 100, etc.)
- d. Whether to establish a true class rank for each graduating class rather than use a formula based on an average of previous three graduating classes.

II. Timeline for effecting revisions:

The Program Committee asked that a proposal be ready as soon as possible.

2. Instructional Technology Update:

Paula Murray, Director of Staff Development/Instructional Technology, introduced Rebecca Frammolino, sixth grade science at West Ridge Middle School and Scot Pass, Westlake High School math teacher. They each demonstrated how they incorporate technology in their lessons and use it as a tool to illustrate and clarify the subject matter. Both teachers endorsed the In Focus LCD projector, finding it to be valuable in allowing an entire class to view demonstration objects and lesson materials all at once.

Paula Murray outlined the T.E.A. Educational Technology Guiding Principles and noted that the technology demands in the district target these requirements.

Both Mrs. Murray and Tracy Sherrod, Director of Information Systems, mentioned the web site that is being piloted by West Ridge Middle School. This site allows parents and students to access class assignments and related matter that teachers have posted. They stated that many campuses are requesting this service.

After showing the district's instructional/technology budget allocations and requests, Paula Murray and Tracy Sherrod outlined the following concerns:

- With 4,000 computers in the district, we have only one repair technician. They recommended that an additional hardware repair/network technician be hired and be housed at the high school campus. This would address the greater repair needs at that campus and free up the campus technology coordinators so they can devote more time to helping teachers prepare lessons.
- The computers need to be replaced every five years which costs more than \$900,000 per year. Almost all of the budgeted money is spent on hardware. Recapture money could ease the budget constraint, but at budget planning time, the district does not know when the money will be available or the amount. There are also some constraints on how the funds may be expended.
- The district needs to identify champion users to share their best practices. This will enhance the instructional program.
- The district needs to develop a scope and sequence of the TEKS for each grade level and students need to be tested on technology skills.

The meeting was adjourned at 5:20 p.m.

Eanes Independent School District

Board of Trustees Program Committee Meeting

March 20, 2002

SUMMARY

The March 20th Program Committee meeting/Board work session at 2:00 p.m. on Wednesday with Chairperson Charlotte Knepp and fellow committee members, Mr. Marvin Bendele and Ellen Balthazar present. In addition Board Members, Al Cowan, Robert Durkee, and Clint Sayers were in attendance.

Staff members present for the discussion were:

Dr. Jeffrey Weaver, Superintendent
Mrs. Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Mrs. Gloria Thomas, Director of Elementary Curriculum and Instruction
Mrs. Paula Murray, Director of Staff Development/Instructional Technology
Mr. Rick Bentley, Director of Secondary Curriculum and Instruction
Ms. Ann Jenkins, Director of Special Education
Dr. Alan Veach, Principal, Westlake High School
Dr. Julia Hankins, Associate Principal, Ninth Grade Center
Westlake High School Department Chairs

1. Westlake High School Proposal for Revisions in GPA and Class Rank in Accordance with Policy EIC (Local):

Members of the Board of Trustees met to hear recommendations from Westlake High School administration and staff regarding revisions to EIC (Local). Dr. Weaver reminded those in attendance that the issue under discussion is a policy matter and that the Board of Trustees has the ultimate decision as to adoption of the recommended revisions.

Dr. Alan Veach introduced the WHS Department Chairs and presented the rationale for the proposed changes. The following points were highlighted:

- Course Grade Multiplier System – the advantage of this system allows students to be rewarded for each additional grade point earned rather than limiting the reward to grade ranges
- Courses to be included in the GPA - only those for which state graduation credit is given, which excludes local credit courses
- Options for pass/fail – students may apply to the principal to take local credit courses on a pass/fail basis
- Enriched courses – eligible courses would include those that represent third and fourth years in a coherent sequence. Statistics were provided to illustrate the small number of students to which this provision typically applies.

Mrs. Knepp requested information regarding the justification of continuing 11th and 12th grade enriched levels of English given the fact that the high school staff recently requested the removal of such levels from 9th and 10th grade English. Mrs. Knepp and Mrs. Balthazar emphasized the importance of a consistent rationale for levels across all four years of English. Mr. Cowan also questioned the need for enriched levels of English at the 11th and 12th grades. Dr. Veach and several department chairs responded to this inquiry and stated that they viewed the AP level of English as a third and unique level that did not exist at the 9th and 10th grades.

There was a discussion between Board Members and high school staff regarding the proposed weights of 1.0, 1.1, and 1.2 to be used in the Course Grade Multiplier System. Mrs. Balthazar noted that some districts use multipliers of 1.0, 1.1 and 1.15 so that there is not such a large difference between Pre-AP and AP weights. Mr. Bendele also voiced some concern over these particular weights and asked the high school staff to comment further. The high school department chairs stated their concern that lower weights would be disincentives for students to enroll in AP courses and maintain a high GPA.

Mr. Cowan asked for clarification regarding the method by which high school staff would notify students about their option to request enriched weights for their work in fine arts classes offered at the enriched level. The high school response was that the information appears in the course selection book and that the counselors advise students accordingly.

Dr. Weaver and members of the Board thanked the high school staff for their time and effort devoted to these proposed revisions. Dr. Weaver reminded the group of the importance of support for the Board's decision. The meeting was adjourned at 4:40.

Eanes Independent School District

**Board of Trustees
Program Committee Meeting**

April 18, 2002

SUMMARY

The April 18th Program Committee meeting/Public Forum session at 1:00 p.m. on Wednesday with Chairperson Charlotte Knepp and fellow committee members, Mr. Marvin Bendele and Ellen Balthazar present. In addition Board Members, Al Cowan, Robert Durkee, Brad Shields and Clint Sayers were in attendance.

Staff members present for the discussion were:

Dr. Jeffrey Weaver, Superintendent
Mrs. Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Mrs. Gloria Thomas, Director of Elementary Curriculum and Instruction
Mr. Rick Bentley, Director of Secondary Curriculum and Instruction
Ms. Ann Jenkins, Director of Special Education
Dr. Alan Veach, Principal, Westlake High School
Dr. Julia Hankins, Associate Principal, Ninth Grade Center

1. Further Consideration of Westlake High School Proposal for Revisions in GPA and Class Rank in Accordance with Policy EIC (Local):

Members of the Board of Trustees met for further consideration of the recommendations from the Westlake High School administration and staff regarding revisions to the Board of Trustees' policy EIC (Local) and to give district patrons an opportunity to comment. There were twelve patrons in attendance.

Sheila Douthit led the discussion with a list of questions and answers that were prompted by consideration of this issue. Several parents requested further clarification of co-curricular courses versus extra-curricular courses. Also, some parents shared their thoughts on the purpose of the GPA and what "serving the whole child" means.

The following issues were discussed among the board members and will be under further consideration at the second reading of EIC (Local) at the April 24th Board of Trustees meeting.

- What is the purpose of class rank and what is the educational/philosophical underpinning of the class rank system?

- What courses should be counted and how should they be weighted in determining class rank?
 - Should all state-mandated courses be counted?
 - Should only core courses be counted?
 - How should electives be treated?
 - Should there be an attempt to distinguish between electives in class rank?

The meeting adjourned at 3:00 p.m.

* The question and answer document concerning GPA/class rank is attached.

Eanes Independent School District

Board of Trustees Program Committee Meeting

August 27, 2002

SUMMARY

The Program Committee met on Wednesday, August 27th at 11:00 a.m. with Chairperson Charlotte Knepp and fellow committee members, Mr. Marvin Bendele and Ellen Balthazar, present.

Staff members present for the discussion were:

Dr. Jess Butler, Interim Superintendent
Gloria Thomas, Director of Elementary Curriculum and Instruction
Rick Bentley, Director of Secondary Curriculum and Instruction
Paula Murray, Director of Staff Development/Instructional Technology
Dr. Alan Veach, Principal, Westlake High School
Rebecca Stncky, English Dept. Chair/GT Coordinator, Westlake High School
Janet Espinosa, GT Coordinator, Westlake High School

1. EIC Local Policy

Rick Bentley noted six changes, mostly editorial, that were recommended by the policy advisor from the Texas Association of School Boards. Discussion centered around the following issues:

- Whether or not an exact numerical rank should be calculated for all students (versus for only the top 50th percentile) as stated in the revised EIC (local) – High school counselors urge that all students be ranked numerically because many colleges do accept students in the 3rd quartile.
- Would an early graduate who has the highest GPA or the named valedictorian (student with highest GPA that attended WHS for four entire consecutive semesters and graduated in no more or fewer than four year) be the recipient of the state \$1,000 scholarship. In a subsequent call to TEA, Rick Bentley was told that the highest ranking graduate is the one eligible for the state \$1,000 scholarship.

2. Elementary Report Card Revisions

Gloria Thomas reported to the committee that Forest Trail piloted a new first grade report card in 2001-2002, and that a district committee has developed a similar report card for second grade which will be provided this year. She provided samples of the district report card and the piloted version.

Mrs. Thomas pointed out the following benefits of the piloted version:

- reflects the grade level TEKS that are targeted
- is more detailed and informative
- allows art, music, and physical education teachers to access the report cards on line
This allows them to input student grades and comments which eliminates routing the paper card to the various teachers for grade input.
Only the specials teachers and homeroom teachers have access to the electronic card.
- saves cost by eliminating the NCR copies of report card

The Program Committee endorsed this pilot.

3. The EISD Writing Project – Plans for 2002-2003

In light of the budget constraints, time constraints, and difficulties in coordinating training with the New Jersey directors and Region XIII, the district recommended a writing project proposal that would address these concerns and provide a district prototype that would blend elements of the New Jersey Project and the National Writing Project. The summer training would be shortened to allow more flexibility for teachers wishing to participate.

Charlotte Knepp and Ellen Balthazar expressed strong interest in an intensive writing program and expressed their desire to pursue the New Jersey Writing Project. They suggested that a private funding source may be found.

It was noted by Gloria Thomas that ongoing costs will be incurred as trainers must receive additional training and pay for continued certification, whereas with a district writing project, the district would not incur those financial burdens.

Charlotte Knepp expressed her belief that the writing project should be a priority initiative. Dr. Butler indicated his support for a district writing initiative whether it be the New Jersey Writing Project or a local prototype.

4. Department of Curriculum and Instruction - Initiatives for 2002-2003

Rick Bentley reviewed the Department of Curriculum and Instruction's proposed initiatives for 2002-2003.

5. *Westlake High School – Status Report*

a. *Instructional plans for the newly combined GT/Pre-AP classes at Westlake Ninth Grade Campus*

Gloria Thomas and Janet Espinosa outlined the GT program delivery at the high school ninth grade campus and reported that the current delivery seems to be working well. Additional time has been set apart for GT students during CHAP Time to discuss delivery of services, identify needs, for tutoring, and listen to guest speakers. All teachers with GT students in their classes who have requested GT services have received the 30 hours of required training. Assessment of the program delivery and the needs will be conducted over the next few weeks.

b. *English Curriculum Revisions*

Rebecca Stucky, chair of the Westlake High School English Department, reported the following:

- The main focus of the writing program is to prepare students for the new TAKS test.
- Advance Placement scores are up. More students are taking the tests and passing them.
- New English curriculum guides have been developed to reflect the current teaching practice.

The meeting adjourned at 12:40 p.m.

Eanes Independent School District

**Board of Trustees
Program Committee Meeting**

September 24, 2002

SUMMARY

The Program Committee met on Wednesday, September 24th at 11:00 a.m. with Chairperson Charlotte Knapp and fellow committee members, Mr. Marvin Bendele and Ellen Balthazar, present.

Staff members present for the discussion were:

Dr. Jess Butler, Interim Superintendent
Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Gloria Thomas, Director of Elementary Curriculum and Instruction
Rick Bentley, Director of Secondary Curriculum and Instruction
Paula Murray, Director of Staff Development/Instructional Technology
Cory Duty, Principal, Hill Country Middle School
Terri Rodgers, Principal, West Ridge Middle School
Susan Euristi, Career & Technology Dept. Chair, Westlake High School
Nancy Misage, Science Dept. Chair, Westlake High School
Marlene Clayton, Math Dept. Chair, Westlake High School

1. Westlake High School Status Report

a. Microsoft Office User Specialist Certification:

Susan Euristi, the high school career and technology department chair, described the Microsoft Office Users Specialist (MOUS) Certification Training Program that the department would like to implement. The \$1,800 cost for training software and updates can be covered through the Carl Perkins Technology federal grant, and the district would incur no cost. This certification program would allow for campus teachers and students who have taken Business Computer Information Systems (BCIS) to utilize tutorials and to test for proficiency over an array of computer operating systems. The MOUS certification is considered an industry standard in many companies, such as Dell Computers, and some universities are now requiring this level of certification for entrance into certain post-graduate programs. This certification process, under certain conditions, may also provide students an independent study credit, as well as job opportunities. In addition to offering this certification to students and staff, the district could open this opportunity to the public as a revenue-producing Community Education offering. The Program Committee endorsed this program.

b. Math Department

Marlene Clayton, chair of the WHS mathematics department, provided the committee with an update from her department. She emphasized improved student test performance and stated that Westlake High School is one of the top four schools in the state for students taking and passing College Board advance placement tests. She informed the committee that the math curriculum guides are available in the shared folder for all high school math teachers and they are being updated annually. Marlene noted that the elimination of the enriched level math courses has had the general effect of raising the level of the regular math courses.

c. Science Department

Nancy Misage, chair of the high school science department chair, reported high test scores for both TAAS biology and Advance Placement, noting that globally the high school scores are exceptionally high. She also noted the new TAKS tests will cover both chemistry and physics and that the sophomores enrolled in chemistry will not have had a physics background. Although this may cause some anxiety, she feels confident that they will test well, since this group of students is traditionally high performing. Nancy demonstrated to the committee members the new TEKS-based science curricula that teachers can now access via their computers. In addition, some teachers post weekly assignments on a web page with student and parent access.

2. *Middle School Study*

Rick Bentley informed the committee members that a group has been formed to study current research/literature regarding the middle school model and to review the EISD middle school program in light of their findings. The committee will focus on the topic "What an EISD eighth grader should know in May" and what the district needs to do to ensure the success of all middle school students. The committee will deliver a report and recommendations at the December meeting of the Program Committee.

3. *District and Campus Improvement Plans*

Sheila Douthit gave a brief overview of the 2002-2003 District Improvement Plan. She stated that the Strategic Plan and latest needs assessments were reviewed and considered in developing these plans. The District Improvement Plan was presented to the District Leadership Team this month for their comments. A copy of the plan will be presented to the Board Members at the September Board meeting for the members' consideration. The Board's vote on this plan will be taken at the October meeting.

4. *School Health Advisory Committee*

Sheila Douthit explained that due to the great amount of issues needing consideration by the Safe and Drug Free Schools, Health, and Safety Advisory Committee and the lack of time to address all the issues, it was recommended that an additional committee be formed. The issues to be addressed by the new committee would be nutrition, health, Responsible Social Behavior, related curriculum and campus safety issues. A proposed committee member list for the School Health Advisory Committee was submitted to the Board Members.

5. *District Writing Project*

Sheila Douthit announced that, in addition to funding teacher training in the New Jersey Writing Project at non-district campuses and training in the National Writing Project through The University of Texas, a locally designed writing program is being developed to enhance the opportunities for district teachers to receive concentrated writing training. A committee is working to merge the benefits of the two aforementioned programs, determine what the district believes about writing and what students need, and establish strong standards for a district sponsored writing program. A two-week open institute will be available during the summer of 2003. Sheila noted that the stipends and an increase in the number of training days would escalate the cost of the program, but felt that adequate stipends and flexibility in the delivery will increase possibilities for maximum participation.

The meeting adjourned at 1:40 p.m.

Eanes Independent School District

Board of Trustees Program Committee Meeting

October 28, 2002

SUMMARY

The Program Committee met on Monday, October 28th at 1:00 p.m. with Chairperson Charlotte Knepp and fellow committee members, Mr. Marvin Bendele and Ellen Balthazar, present.

Staff members present for the discussion were:

Dr. Jess Butler, Interim Superintendent
Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Ann Jenkins, Director of Special Education
Gloria Thomas, Director of Elementary Curriculum and Instruction
Rick Bentley, Director of Secondary Curriculum and Instruction
Paula Murray, Director of Staff Development/Instructional Technology
Janet Espinosa, GT Coordinator, Westlake High School
Mary Smith, Counselor, Westlake High School
Cathee Brown, Special Education Department Chair, Westlake High School

1. Westlake High School Update

a. Gifted and Talented Status Report

Janet Espinosa, high school GT Coordinator, and high school counselor, Mary Smith, reported that they have consulted with GT students about their fall class placements and found that most students are pleased. Those that wish to be placed in classes with larger GT clusters will have an opportunity to do so next semester. Next fall, to achieve better overall clustering of GT students in the Pre-AP classes, they have suggested that one Pre-AP class each period in each of the core areas be designated for GT students.

Mary Smith provided to the Program Committee a copy of an e-mail she sent as a response to correspondence with the local chapter of the Texas Association of Gifted and Talented organization. In the e-mail she addressed the misperception of the effectiveness of the current high school GT program.

Mary Smith told the Program Committee the question of putting a GT tag on the student transcripts has been raised at WHS. She explained that colleges look at the course levels and not a GT tag. Charlotte Knepp agreed that the tag is unnecessary.

Ellen Balthazar suggested that the middle school parents and elementary parents be informed about how the GT program is implemented at the high school level.

b. *Special Education*

Cathee Brown provided a very thorough and informative presentation of the Special Education program at the high school. Of special note is the "19+ Program" in which the state mandates that the special education students 19 years and older must be educated within a community and be with their peers. This mandate will require future needs be met. The current proposal is to house these students in a portable at Hill Country Middle School where they would have access to public transportation and work in the local community with their peers.

Cathee explained the differences between the "Consult Model" and the "Collaborative Model" and the impacts on teacher time and classroom dynamics.

There was some discussion about the 504 enrollment compared to that of Special Education and concerns regarding the upcoming TAKS test and AEIS rating. Ellen Balthazar stated that she supports getting as many waivers as needed to help the students even if it impacts the district's AEIS Exemplary Rating.

Charlotte Knepp requested that Rick Bentley provide a district 504 report to the committee in the near future.

c. *New Course Proposals*

Rick Bentley presented the following new high school course proposals:

1) *Introduction to Media Technology* – a laboratory-oriented course to provide students an understanding of various careers in the media and communications fields. This course differs from the multimedia course currently offered in that it includes radio and television production. This is a state approved course and would be offered as an elective. It is not considered a technology applications course, so it would not fill that graduation requirement. The estimated start-up cost is calculated to be \$5,000 and would require .5 FTE the first year and a 1.0 FTE for the second year. The FTE could possibly come from the reassignment of existing personnel.

2) *Media Technology I & II* – first and second year of a pre-employment laboratory instructional sequence designed to provide job specific training for entry-level employment in movie, video and television production careers. The estimated start-up cost is \$2,000 and would require .5 FTE the first year and a 1.0

FTE for the second year. The FTE could possibly come from the reassignment of existing personnel.

Ellen Balthazar requested more detailed information on the start-up cost estimates and stated that the Media I & II courses should be offered after school like the Tech. Theater course, so seat time is not taken up with these courses.

Charlotte Knepp stated she would need to see data to support there is a need of students in the radio and television technology field in the workforce, that the courses not cost the district FTE's, and that the courses must satisfy graduation credit requirements before she would support the offering of these courses.

Sheila Douthit expressed concern for the need to ensure that the courses meet all the Texas Essential Knowledge and Skills requirements so that students develop broad skills and not focus on just one type of equipment or a single program aspect.

d. Recommended High School Plan

Rick Bentley stated that he would e-mail the time line information to the committee members before they meet with the high school principal.

2. *Middle School Study Update*

Rick Bentley furnished detailed information regarding the middle school study. He discussed the status of the committee work, outlined the future plans of committee study, and provided information on the methodology used to discover comparison districts. Rick will keep the Program Committee informed about the preliminary findings of the Middle School Study Committee.

The meeting adjourned at 3:20 p.m.

Eanes Independent School District

**Board of Trustees
Program Committee Meeting**

November 5, 2002

SUMMARY

The Program Committee met on Tuesday, November 5th at 2:30 p.m. with Chairperson Charlotte Knepp and fellow committee members, Mr. Marvin Bendele and Ellen Balthazar, present.

Staff members present for the discussion were:

Dr. Jess Butler, Interim Superintendent
Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Ann Jenkins, Director of Special Education
Rick Bentley, Director of Secondary Curriculum and Instruction
Dr. Alan Veach, Principal, Westlake High School

1. Discussion of Westlake High School Scheduling Issues

In light of the anticipated reductions in the 2003-2004 district operating budget, Alan Veach, Westlake High School principal, outlined options to reduce expenses at the high school: 1. reduction of the number of "extra classes" offered and 2. raising the average number of students per section from 25 to 28 while keeping the present 6 period day. Dr. Veach contended that by "cleaning up" the schedule and requiring teachers and coaches to teach more classes the district can realize a substantial savings.

Ellen Balthazar asked if any classes would be cut. Alan Veach stated that most classes with fewer than 15 students, with the exception of some AP classes, would be eliminated.

Mrs. Balthazar also asked if the dropping of the enriched classes at the sophomore level next year would realize a reduction of FTE's. Alan Veach responded that it will reduce the number slightly.

Marvin Bendele commented that the proposed reduction of FTE's at the high school would be substantial. Dr. Veach noted that there are a few other areas that could be considered for staff reduction if necessary. For example, the needs of dyslexia and 504 students could be met through different instructional arrangements than now exist at WHS.

Alan Veach suggested another schedule consideration. If teachers taught 6 of 7 periods and there was an increase in the number of students per class, the student load would be large for the teachers, but additional savings could be made. Charlotte Knepp suggested that requiring teachers to teach an additional class without additional compensation didn't

seem like the best course of action. She argued that teacher morale would be greatly impacted by such a resolution to our budget problems.

A discussion ensued regarding the number of students unable to acquire the required 24 credits on the Recommended Graduation Plan. One suggestion was to maintain zero hour as an option. Transportation for these students could be a problem as bus transportation is currently not available. An alternative solution could be that these students get some of their high school credits during middle school, as is the case with a majority of students now. However, if the middle school students are to have the opportunity to explore areas of study that won't apply toward graduation credit, then forcing those students who elect to pursue athletics may be unfair and place undue pressure on these students.

Charlotte Knepp asked for data to see about pulling athletics out of the school day. Alan Veach noted that U.I.L. only allows a set number of practice hours outside of the school day for athletics, so the students would lose 5 hours a week. Dr. Butler told her that the numbers will be run and that everything will be put on the table for consideration. Alan reminded the committee that the district would still need to provide 1 ½ years of physical education.

The idea of block scheduling for the whole high school campus was discussed. Charlotte Knepp expressed concern that the AP teachers would lose too much time to cover all the material in the AP courses. Alan Veach agreed noting that AP courses need frequent, daily instruction.

Alan Veach presented an additional scheduling option of an A/B block schedule for the 9th grade. He cited the benefits of the students being on teams and offering curriculum during the advisory periods as an opportunity for them to earn speech, technology, or other credits. This would enable the students to earn at least two credits during their freshman year. In addition, athletics could be offered every other day for 1 ½ hours.

Charlotte Knepp asked the group their thoughts on the district having an academy, perhaps a GT or sports academy. Alan Veach didn't think a sports academy would work because of U.I.L. restrictions on transfer students.

Marvin Bendele asked Alan Veach if the high school spends more money than other high schools in the state and, if so, where? "Do we have fluff that other districts don't have?" Alan responded that other than part of the coaching schedules and duplication of office staff personnel positions for the high school and the ninth grade center, he didn't feel that Eanes I.S.D. spends more money. Dr. Butler then pointed out that many districts don't have bands with special classes, have one technology staff member per three schools, don't have a full time telephone system person, etc.

Alan Veach asked the Board if the district could pursue an A/B schedule for the Ninth Grade Center, not necessarily for next year, but for the year after to accommodate the Recommended Graduation Plan. Ellen Balthazar said she is not ready to commit to it at this time because she is concerned that it may create conflicts for students pursuing

foreign languages or advanced courses. Dr. Butler expressed concern that in light of the budget constraints, the district may not have two years to consider this alternative.

The meeting was adjourned at 4:30 p.m.

Eanes Independent School District

Board of Trustees Program Committee Meeting

December 13, 2002

SUMMARY

The Program Committee met on Friday, December 13 at 11:00 a.m. with Chairperson Charlotte Knepp and fellow committee members, Mr. Marvin Bendele and Ellen Balthazar, present.

Staff members present for the discussion were:

Dr. Jess Butler, Interim Superintendent
Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Rick Bentley, Director of Secondary Curriculum and Instruction
Cynthia Schiebel, Director of Guidance/Health Services
Gloria Thomas, Director of Elementary Curriculum and Instruction
Paula Murray, Director of Staff Development/Instructional Technology
Ann Jenkins, Director of Special Education
Dr. Alan Veach, Principal, Westlake High School
Cory Duty, Principal, Hill Country Middle School
Terri Rodgers, Principal, West Ridge Middle School

1. Middle School Study Status Report

Rick Bentley, Director of Secondary Curriculum and Instruction, explained the purpose of the Middle School Study and introduced the middle school staff for the presentation of their findings. Their preliminary findings and recommendations are:

- Teaming is a key element to success at Middle School.
- Develop a position for a reading/writing specialist on each campus.
- Develop joint subcommittees to study these specific topics:
 - Democratic Governance
 - Language Arts Placement and levels
 - Advisory Use
 - Questionnaire – Students, Parents, Teachers
 - School Organization – daily schedule of courses and electives
 - Mentoring
 - GT – Delivery of services
- Move health and speech high school credit courses back to WHS in 2004.

- Require a semester of PE/Health for all students in grades 6-8 that are not in athletics and incorporate health instruction into off-season athletics.

2. *Policy EIE Revisions*

As Director of Elementary Curriculum, Gloria Thomas presented copies of both the current and proposed versions of the EIE (Local) Policy. As a result of the No Child Left Behind Initiative, emphasis on student success, and requirements of passage of the TAKS Reading at the third grade level, changes to the policy were suggested. Gloria noted that current 3rd grade students must pass the TAKS Reading Test in third grade, TAKS Reading and Math in fifth grade, and TAKS Reading & Math in eighth grade. In 2002-2003, these 3rd grade students will be given three opportunities to pass the reading test – February, April, and July. If a student fails all three attempts, then the parents have the option to file an appeal with the Grade Placement Committee. The question was raised about who else may file an appeal. Mrs. Thomas stated that only parents have the authority, but that teachers can encourage parents to file an appeal if it can be shown that the student has demonstrated improvement with each test and that the student's work is at grade level.

During the 2001-2002 school year there were eight students that failed the Grade 3 TAKS Reading Test.

Transfer students from other states will have to show evidence that they can read at grade level.

The proposed EIE (Local) Policy was submitted to the December Board Meeting for a first reading.

3. *Course Proposals*

Rick Bentley presented the Peacemakers I innovative course proposal. He explained that it is a peer mediation course that is a state elective and can be delivered as a classroom course during school hours or students may receive training during the summer and meet during non-school hours during the school year. The proposal is to offer it as a classroom course.

Ellen Balthazar questioned how this course was different from the one that was offered and dropped last year. It was explained that the course was believed to have been dropped because of lack of enrollment due to perhaps the GPA issues at the time and that it was a peer mediation course, but not the same curriculum. Mrs. Balthazar also asked if this course would count as an academic credit. Mr. Bentley felt that it probably would not, but will check.

Two innovative courses, Meeting Modern Problems and Peer Mediation and Leadership, are up for renewal. Charlotte Knepp recommended that these two courses be renewed and that the new course be added.

4. 504 Update

Rick Bentley submitted a written report to the Program Committee for review.

The meeting was adjourned at 1:00 p.m.

Eanes Independent School District

Board of Trustees Program Committee Meeting

February 18, 2003

SUMMARY

The Program Committee met on Tuesday, February 18th at 11:30 a.m. with Chairperson Charlotte Knepp and fellow committee member, Mr. Marvin Bendele, present.

Staff members present for the discussion were:

Dr. Jess Butler, Superintendent
Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Rick Bentley, Director of Secondary Curriculum and Instruction
Gloria Thomas, Director of Elementary Curriculum and Instruction
Paula Murray, Director of Staff Development/Instructional Technology
Dr. Alan Veach, Principal, Westlake High School
Dr. Cory Duty, Principal, Hill Country Middle School
Terri Rodgers, Principal, West Ridge Middle School

1. Middle School Study, Preliminary Report

The Director of Secondary Curriculum and Instruction, Rick Bentley, introduced the middle school principals to share their campus survey results. Several areas of focus were noted. The areas discussed were increasing time for math instruction, length of time for science instruction, the advisory period, delivery of the GT program, and the number of Language Arts levels. A lengthy discussion ensued regarding whether the current three levels of Language Arts instruction should be reduced to two levels. The consensus of agreement was to render a decision after conducting further study of the issue and concerns.

2. Innovative and New Course Proposals

Rick Bentley presented the PeaceMakers I course proposal. This course would be offered in grades 11 and 12 for students to acquire conflict resolution skills and to facilitate mediations among peers. PeaceMakers I is a state approved course, with an assigned Peims number and carries one elective credit. Charlotte Knepp and Marvin Bendele recommended approval of the course proposal.

In addition, Rick Bentley submitted the course proposals for *Introduction to Media Technology* and *Media Technology I & II*. These TEKS based courses carry Peims numbers, have a correlation with school-to-work, offer practical experience, and do not require additional equipment. The district is anticipating a decision from TEA regarding whether these courses will carry a technology credit. Mr. Bendele asked if a certified teacher is available to instruct this course. Dr. Alan Veach, Westlake High School

principal, answered that no one is currently employed, but that non-district certified teachers have expressed interest in teaching the courses. Charlotte Knepp and Marvin Bendele recommended approval of the courses.

3. Textbook Process

In presenting the 2003 Textbook Adoption Recommendation, Rick Bentley, Textbook Coordinator, noted that the state has no title available for *AP U.S. Government and Politics* and the textbooks selected for this course and the *AP Microeconomics* and *AP Macroeconomics* are over the costs covered by the state. The excess expense will be charged to the district. He will have a financial impact analysis available for the School Board. Charlotte Knepp with Marvin Bendele concurring recommended that the textbook expenses be approved.

The meeting was adjourned.

Eanes Independent School District

Board of Trustees Program Committee Meeting

March 18, 2003

SUMMARY

The Program Committee met on Tuesday, March 18th at 11:00 a.m. with Chairperson Charlotte Knepp and fellow committee members, Mr. Marvin Bendele and Ellen Balthazar, present. Board of Trustees member, Mr. Jim Strickland, was also in attendance.

Staff members present for the discussion were:

Dr. Jess Butler, Superintendent
Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Rick Bentley, Director of Secondary Curriculum and Instruction
Gloria Thomas, Director of Elementary Curriculum and Instruction
Paula Murray, Director of Staff Development/Instructional Technology
Cynthia Schiebel, Director of Guidance/Health Services
Ann Jenkins, Director of Special Education
Brad Wirht, Principal, Bridge Point Elementary

1. Elementary Physical Education

Sheila Douthit addressed the proposed change in delivery of physical education and other specials at the elementary level. She explained that the delivery for 2002-2003 was changed due to a new SBOE rule requiring 135 minutes of instruction weekly with no allowance for districts with rotating schedules to average the delivery time over a longer period. There have been subsequent interpretations of "structured activity" provided by Texas Education Agency staff and a consensus among EISD elementary principals that appropriate physical activities can be incorporated into the recess periods and music classes. These circumstances will allow the district to return to a three-day specials rotation. Bridge Point Principal, Brad Wirht, expressed his support for the change. Charlotte Knepp, Marvin Bendele, and Ellen Balthazar voiced support for the proposed delivery change.

2. Update from Department of Curriculum and Instruction

Program Committee Chair, Charlotte Knepp, initiated discussion regarding Dr. Butler's proposed re-organization of the Department of Curriculum and Instruction to realize \$100,000 savings for the 2003-2004 budget. After some discussion, the committee members agreed to meet again on Friday, March 21st to pursue clarification of the possible impact of the proposed cuts and hear recommendations.

3. Student Success Initiative (SSI)

Gloria Thomas announced that all but four students across the district passed the March administration of the 3rd Grade TAKS Reading test. In addition, there were only seven students absent on test day, and they will take the test at a later time. Mrs. Thomas also stated that the district is applying for a waiver to change the final retake test date from July 8th to June 27th, the last day of elementary summer school.

4. Presentation of Texas Assessment of Knowledge and Skills (TAKS) Early Indicator System

Rick Bentley presented a packet of data that compared the state's early indicator predictor data to the actual 2002 TAAS student performance. In EISD students in grades 3-8 exceeded the predicted performance in reading, writing, and math. Mr. Bentley noted an area of concern over the early predictor data which indicated only 62% of students may pass all four exit test areas. However, he also noted that district staff continue to make specific efforts toward high levels of success. Teachers continue to employ various strategies, including professional training, tutorial services, and instructional methodologies to ensure high levels of student achievement.

5. Westlake Writes Update

An update for Westlake Writes was delivered by Sheila Douthit. She noted that there will be three opportunities for writing staff development during the summer of 2003. Already, over forty teachers have registered for these workshops. She advised that continued staff development for those who have completed the first level will need to be provided and that district staff should continue the discussion regarding employment of a writing facilitator.

The meeting was adjourned at 12:35 p.m.

Eanes Independent School District

Board of Trustees Program Committee Meeting

April 21, 2003

9:00 a.m.

SUMMARY

Program Committee Members:

Chairperson Charlotte Knepp
Ellen Balthazar
Mr. Marvin Bendele

Staff members present for the discussion were:

Dr. Jess Butler, Superintendent
Sheila Douthit, Assistant Superintendent for Curriculum and Instruction
Rick Bentley, Director of Secondary Curriculum and Instruction
Paula Murray, Director of Staff Development/Instructional Technology
Cynthia Schiebel, Director of Guidance/Health Services
Ann Jenkins, Director of Special Education
Cory Duty, Principal, Hill Country Middle School
Terri Rodgers, Principal, West Ridge Middle School

1. Middle School Study Committee Update

- **Schedules:** Terri Rodgers and Cory Duty presented two “concept” schedules that would address the need for more instructional time in math and/or all other subject areas. Current schedule offers 42 minute periods for all subjects except for L.A. which is 84 minutes.

#1 Split LA/Math Schedule – increases math instructional time from 42 to 67 minutes and decreases L.A. time from 84 minutes to 67 minutes.

#2 Equal Course Time Schedule – increases instructional time for all subject areas from 42 minutes to 51 minutes, but reduces L.A. time from 84 minutes to 51 minutes.

The pros and cons of both schedules, plus the current schedule, were discussed, as well as their impact on staff development and the Westlake Writes initiative, and the logistics of implementation. When asked which schedule was recommended, the consensus of opinion was that although both schedules would work well and support a successful middle school program, schedule #2 would benefit more subject areas. The discussion concluded with plans to await the results of the spring TAKS testing to help determine what the future academic might be and to consider the schedules at the June Program Committee meeting.

- Piloting: Cory Duty asked the committee 's permission for each middle school to conduct different pilots to determine the potential effectiveness of new delivery approaches to Language Arts and Social Studies and changing the delivery of GT at the 7th and 8th grade levels.
- Language Arts Delivery: Currently two levels of language arts are offered in grades 5 and 9. Cory Duty explained that in an effort to reach the goal of vertical alignment of middle school language arts with fifth and ninth grades, the three current levels of L.A. in sixth grade will be reduced to two levels for the 2003-2004 school year, and then for the grades 7 and 8 each subsequent year.

2. *Opportunities with the Austin Symphony*

Dr. Butler explained that due to a schedule conflict the Austin Symphony was unable to attend the meeting and expressed that he would like the Board to consider them at a future date. Dr. Butler indicated that they could potentially contribute a great deal to the district's music program.

3. *Booster Club Support of Campuses*

Dr. Butler addressed the issue of Booster Clubs offering money to pay for some staff positions that are being cut for 2003-2004. He expressed concern about the issue of equity amongst the campuses. Board member, Marvin Bendele, noted the additional concern that the booster support cannot be guaranteed for future years. It was suggested that booster funds may be more appropriately utilized for supporting staff development and purchasing supplies that support programs in place. Marvin Bendele recommended that booster clubs not fund any staff positions at this time.

4. *Westlake Writes Facilitation for 2003-2004*

- **Staff Development** - Sheila Douthit informed the committee that there has been a lot of participation in the staff development for the Westlake Writes Program. Teachers are enthusiastic and a large number of them have already registered for the summer institutes.
- **Writing Facilitator** - Due to the budget cuts and reduction in staffing the principals recommended that a writing facilitator not be hired at this time. Funds have been budgeted as a place holder for that position for future consideration.
- **Funding** – Sheila assured the committee that with the Eanes Education Foundation gift, district funds, and funds from the Title V federal grant there is money to ensure sufficient funding of the Westlake Writes program for the 2003-2004 school year and 2004 summer staff development.

5. District Technology Plan

Paula Murray presented the new Technology Plan for 2003-2006 for Board of Trustees approval. Approval of this plan allows Eanes ISD to be considered for the anticipated receipt of \$70,000 E-Rate discounts. Dr. Butler proposed that this item be placed on the agenda for the April 30th Board of Trustees meeting.

6. District Improvement Plan (Focus for 2003-2004)

Sheila Douthit stated the need for continued emphasis on differentiated instruction and told of a couple of upcoming staff development opportunities. Although not specifically cited in the District Improvement Plan, it would support the District Strategic Plan. Sheila asked for the committee's support for this to be a part of the 2-003-2004 District Improvement Plan. Ellen Balthazar noted that she hears concerns about addressing different levels and thought this would be appropriate. Charlotte Knepp stated that she would absolutely support it.

Meeting was adjourned at 12:30 p.m.

Eanes Independent School District

**Board of Trustees
Program Committee Meeting**

**August 19, 2003
10:30 a.m.**

SUMMARY

Program Committee Members:

Chairperson Marvin Bendele – present
Ellen Balthazar – present
Jim Strickland – absent

Board Members Present:

Gail King

Staff members present for the discussion were:

Dr. Jess Butler, Superintendent
Rick Bentley, Interim Assistant Superintendent for Curriculum and Instruction
Gloria Thomas, Director of Curriculum and Instruction
Paula Murray, Director of Educational Technology and Staff Development
Cynthia Schiebel, Director of Student Support Services
Cindy Martin, Director of Special Education

1. Texas Quiz Show Project

Mr. Bill Crawford, an EISD Patron, gave an informational presentation to the committee proposing a half hour television show:

- Eanes Education Foundation will be the producing organization.
- No cost to the district and has potential to evolve into a revenue stream
- Tied in to the high school Media Technology course where students would have specific jobs to do during the production cycle
- Planned implementation is for the 2004/05 school year.

2. Revision of EISD Policy EFD (Local) INSTRUCTIONAL RESOURCES: FIELD TRIPS

After consulting with the elementary principals, Gloria Thomas presented the following suggested changes:

- Allow fourth and fifth grade students to participate in overnight trips
- Provide written notification of overnight trips and allow parents of students to request a temporary classroom reassignment in lieu of attending the field trip

The administration requested that this policy change be presented to the full School Board for first reading at the August meeting. Committee approved request.

3. *Development of policy to provide attendance incentives for students*

Mr. Rick Bentley recommended that an Administrative Bulletin be developed to address this issue and to allow campuses to develop their own reasonable, age appropriate incentives. Ellen Balthazar noted that absenteeism seems to be highest around holidays and early release days and asked that in the future the Calendar Committee not schedule early release days around a holiday weekend. The committee also asked if the campus administration was strictly enforcing the absentee policy.

The committee approved the decision to develop an Administrative Bulletin to address attendance incentives.

4. *Presentation of report on the status of the EISD Gifted and Talented Program*

- Gloria Thomas gave a thorough overview of the current Gifted and Talented Program, how students are screened for admission, and the delivery of the GT program for grades K-12. She also outlined what would be needed to advance from an "acceptable" state rating to a "recognized" rating.
- Parents expressed their concerns regarding the GT admission process. Each board member and several members of the administration were given a notebook prepared by Susan Bushart and Diana Pharr containing articles and information they deemed relative to the GT program. They asked that a task force be formed to address their perceived concerns with the program. Another parent, Dr. Landon Schultz, volunteered to serve on the task force, if it is formed.

5. *Discussion on revision to EISD Policy DNA (Local) PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS*

Rick Bentley informed the committee that HB 1440, passed during the last legislative session, modifies the rules regarding teacher appraisal and allows school districts to significantly alter the process used to evaluate teachers. The administration will review the contents of HB 1440 with campus administration in the very near future and focus on formulating a decision on whether to implement the change during the current year. Ellen Balthazar concurred with moving slowly.

Meeting was adjourned at 12:20 p.m.