

GUNN HIGH INSTRUCTIONAL COUNCIL

Oct. 29, 2014

(action items in bold)

Attending: Kristy Blackburn (English), Don Briggs (PE), Mark Gleason (Arts), Roni Habib (Technology), Lisa Hall (Student Activities), Kathy Hawes (Math), Kerstin Helbing (ELL), Denise Herrmann (Principal), Tom Jacobowsky (Asst. Principal), Anne Jensen (World Languages), Lisa Kaye (Guidance), Teri Lee (Special Ed), James Lubbe (Asst. Principal), Alice McCraley (School Climate TOSA), Lynne Navarro (Social Studies), Meg Omainsky (WASC), Laurie Pennington (Science), Cindy Peters (CTE), Daisy Renazco (Prof. Dev.), Ariane Tuomy (Focus on Success), Brian Tuomy (Library). *Absent:* Tara Keith (Dean of Students), Jill Naylor (Athletics), Heather Wheeler (Asst. Principal).
Notes taken by Martha Elderon (Classified).

I. ACCOLADES & GOOD NEWS

- A. Our Oct. 28-Nov. 1 Homecoming Week theme is “Gunn’s Golden Anniversary Party,” and includes class competitions, a Friday night football game, presentation of the Homecoming court, and a Saturday night dance. Thanks to coordinator Lisa Hall.
- B. Camp Everytown, a three-day camp promoting tolerance and community, was held Oct. 22-25 in Boulder Creek with 41 students and 9 Gunn staff members. Thanks to Alice McCraley and James Lubbe for organizing this.
- C. Math teacher Michael Bautista won a \$1000 video grant from IISME (Industry Initiatives for Science and Math Education) to purchase a GoPro camera, Final Cut Pro software and a Green screen for making math tutorial videos.
- D. Senior Varun Narayan won \$250 and Honorable Mention in the 2014 Ocean Awareness Student Contest essay category. His essay dealt with the ocean’s plastic pollution.
- E. Congratulations to Gunn’s Girls Golf Team, who won the SCVAL tournament with an undefeated season (14-0). Team members include Anna Zhou, Lianna McFarlane-Connelly, Tiffany Yang, Lydia Tsai, Margaret Redfield and Sabrina Chen.
- F. Congratulations to Seniors Sharon Chen and Joy Jin, selected as Regional Finalist and Semifinalist respectively in the Siemens Competition for Math, Science and Technology.

II. FOLLOW-UP ITEMS

- A. **Denise, Lynne and Daisy continue creating an online Gunn Staff Handbook.**
- B. **Rewriting Gunn’s Academic Honesty Policy will be included in our WASC process and now rises in importance as some students have recently submitted plagiarized work.**
- C. **Heather will ask Shirley to give ISs the details of their departments’ copy use.**
- D. **Heather will develop guidelines for on-campus student printing.**

III. SCHOology

- A. Schoology, Gunn’s software for conveying classroom information to students and parents, should be used by all teachers to post assignments and grades. In addition to aiding students’ time management skills, it facilitates parent-student-teacher communication and allows teachers a glimpse of their students’ overall workload.
 1. Schoology access empowers students and parents to work with teachers instead of against them.

2. Some teachers are reluctant to spend time transferring their assignments from googledocs to Schoology. Though the PAEA contract states that assignments must be posted online, it doesn't specify with which software.
 3. Tech training and extra time are needed for some teachers to transfer classroom information to Schoology. Roni is available to help, and Gunn Tech offers a Nov. 20 Schoology training. Every department also has a Tech Mentor.
 4. Roni will work with Schoology reps to develop a feature allowing easier copying of assignment links for repeated postings.
 5. Denise and Roni will work with teachers not yet on Schoology, asking what they need to ease the transition.
 6. Many students benefit from the easier access to all their assignments posted on Schoology, though some teachers believe juniors and seniors should be weaned from teacher-created calendars.
- B. The IC agreed to make Semester 1 and 2 classes visible concurrently on Schoology so teachers can more easily plan a whole year's curriculum. English and Social Studies departments have many semester-long classes and appreciate this access.
1. Though not all teachers need two-semester Schoology viewing, tech staffing is not sufficient to handle individual requests, so this change affects all departments.
 2. To avoid confusion, classes from different semesters could be distinguished by color-coding or clearly-visible titles.
 3. Roni will implement the dual-semester Schoology viewing soon, and it will be routine starting in Fall 2015. Classes for 2015-16 will be posted on Schoology when the Master Schedule is finalized next May, though classroom rosters continue being updated through the eleventh day of classes.
- C. With the goal of lightening student stress, teachers are requested to post on Schoology the average times for homework assignments. Homework time estimates are tricky because (1) they are difficult to gauge, (2) they may cause anxiety for students who work slowly, and (3) students don't always focus and may be distracted during the time they count as "homework time." Some time estimates are already in Gunn's Course Catalog.
1. Estimating homework time was recommended by the PAUSD Homework Committee (2011-12) to help students better manage their learning.
 2. Estimated homework time can be readjusted each year based on student feedback and teacher observation.

IV. GRADES VS. LEARNING

- A. Parental requests for clarification of math curriculum and grading rubrics resulted in Kathy and Denise partnering to create a "Math Parents Group" last month.
1. Concerns that a B grade is bad were addressed.
 2. Emphasis should be on what is learned rather than the grade received.
 3. While counselors encourage students to select their appropriate class level to avoid being overwhelmed, some students/parents override these recommendations and enroll in a higher lane than they can handle.

V. CHROMEBOOK DONATION

- A. A \$260,000 donation can be used to purchase approximately 750 Chromebooks for Gunn students. A pilot program will start in Fall 2015 to utilize these laptops in a teacher-based curriculum.
1. **Roni will gather volunteers for a committee to plan a Chromebook curriculum.** A specific goal and evaluation process are required.

2. Guidelines are necessary for care and maintenance of these computers, which would be loaned to students for use at school and home.
3. The Chromebook pilot program will be a model for a 1:1 BYOD (one-to-one bring your own device) program planned for Gunn in the future. This program would guarantee a portable computer device for every student.
4. Most American schools have the 1:1 technology device program, and the district is highly supportive of it.
5. Since Smarter Balanced tests are given on-line, students should practice on-line homework.

VI. GUNN'S SCHOOL PROFILE & WEIGHTED GRADES

- A. Superintendent McGee and the Board of Education request we eliminate the posting of weighted grades above 4.0 on our transcripts and School Profile (available on our website).
 1. Colleges don't consider weighted grades.
 2. Paly has already eliminated weighted grades.

VII. WASC

- A. Meg emailed the IC a timeline of Gunn's WASC activities between Fall 2014 and Spring 2015.
- B. Our next goal is creating a Schoolwide Action Plan.