

## **MINUTES OF A REGULAR MEETING OF THE ADMINISTRATIVE COUNCIL**

Maine Township High School South, District 207, located at  
1111 South Dee Road, Park Ridge, Illinois, was held on  
Tuesday, December 1, 2009  
1:00 p.m. Principal's Conference Room C108

### **MEMBERS PRESENT:**

David Claypool, Principal  
Daun Biewenga, Science Chair  
George Dagres, Dean  
Patricia Duggan, Applied Arts and Technology Chair  
Rose Garlasco, Assistant Principal for Students  
Teralyn Keith, Fine Arts Department Chair  
Maryanne Kelly, Director of Student Personnel Services  
Kara Kendrick, Dean  
Susan Kramer, Foreign Language Chair  
Don Lee, Physical Education Chair  
Don Mitckess, Student Assistance Program Director  
Matt Parrilli, English Chair  
James Pfeiffer, Special Education Assistant Chair  
Sophia Pichinos, Fine Arts Lead  
Jeanie Possemato, Special Education Chair  
Linda Rutschke, Assistant Principal for Instruction  
Mark Smith, Mathematics Chair  
Josh Suh, Technology Manager  
Rose Retrum, Learning Resource Center Lead  
Louis Thetard, Dean  
Terese McGrath, Assistant to Principal

### **MEMBERS ABSENT:**

Steve Adams, Athletic Director  
Jo Ann Bondi, Social Science Chair

#### **1. Technology Update**

Mr. Suh stated that COTG consultants visited South to oversee managing our printers to be more effective and efficient; COTG will return in three weeks with suggestions. He added that as of last week, all SIS and student's computer power will automatically shut down at 9:30 p.m. Mr. Suh stated that if any lab or SIS computers need to be on all night please complete a Helpdesk Request. Mr. Suh stated that during Winter Break, work will be primarily in the Business Lab. Due to financial cuts, the replacement of SIS computers will be delayed until summer of 2011. He added that while computers are not replaced, technology will continue to add upgrades that have been purchased. Mr. Suh stated that most computers are less than two years old and functional. Technology can trim down

software somewhat to retain speed if necessary. If you find that your computer is slowing down, fill out a Helpdesk request so that Technology can address the issue. He added that Technology budget was cut as well. The AAT netbooks purchased for freshmen are not replacements for laptops or desktops. He added that demanding applications such as Photoshop software will not run well on the netbooks; in fact netbooks were purchased with the intent of web access only and to be used for research.

Mrs. Keith asked if the District had considered looking into leasing computers. Mr. Suh stated that at building level he does not foresee any problems with faculty laptops if they are not replaced next school year. He will be meeting with the librarians to discuss Mediacast, he stated that only one person will categorize and upload material.

Mr. Suh added that a great tool called Atomic Learning is now available for teachers, students, administrators to use from school and home at [AtomicLearning.com](http://AtomicLearning.com). Mrs. Retrum asked when the flatscreen TV monitors will be installed. Mr. Suh stated that eight monitors are ready for installation: one will be at the Welcome Center; four in the student cafeteria; one in SPS; one in LRC and one in the faculty lounge. Mr. Claypool will contact Mr. Beese for the best time to be installed.

Mr. Suh stated that a focus group is meeting regarding American Eagle and how to make it more user friendly. Email your concerns and suggestions to either Howard Knodle or Clint Poskozim.

## **II. O&M (Capital Outlay)**

Mr. Claypool stated that Chairs will not be filling out 2010-2011 O&M Capital Outlay budget forms for next year. He added that there is a relatively small amount of money earmarked for emergencies only. Mr. Claypool stated with enrollments being flat the purchase of desks should not be needed as there is a supply in storage if necessary. Chairs will need to contact Mr. Beese or Mr. Cline.

## **III. Staff Development**

Mr. Claypool stated that there were five IConnect staff development workshops this semester. Next Wednesday IConnect is scheduled to have a student/faculty shadowing experience. Mr. Claypool stated that there will be more opportunities next semester to continue IConnect but may have only four days using fewer faculty members. This will help to alleviate sub costs but continue the staff development program.

Dr. Duggan asked for a general overview and feedback from staff. She asked if any revision is needed regarding IConnect. Please email your comments to her.

## **IV. Mastery Manager Update**

Mr. Smith inquired about the update of Masterey Manager scanners. Mr. Suh stated that scanners are located in the Math/Science office; Business office, Foreign Language office; TRC and V122. Mr. Don Marzolf had met with Foreign Language to explain the updates.

Mr. Suh will touch base with Mr. Marzolf to have a Lunch and Learn for tech coaches and chairs.

## **V. Progress Reports and Course Recommendations**

Dr. Rutschke and Mr. Claypool will be working towards having all three schools on the same page. Progress reports may no longer be necessary due to the Parent Portal. Course recommendations from departments are needed as soon as possible. Ms. Kelly stated that March 14<sup>th</sup> is the deadline for all course recommendations to be turned in. She added that students will need to spend a great deal of time considering electives for next year as there will be virtually no opportunity to modify schedules after registrations have been locked in.

## **VI. Financial Meetings**

Mr. Claypool will be meeting with cabinet and MCC chairs to discuss different scenarios. Information will be shared as soon as possible.

At the February 2010 Board meeting, action will take place on reductions in the District. Mr. Claypool stated that department budgets that were approved for this school year are still available to chairs and teachers. These budgets will be reduced next fiscal year.

## **VII. H1N1**

Mr. Claypool stated that Cook County is sending nurses to give the H1N1 vaccine to students and staff with completed paperwork on Wednesday, December 2<sup>nd</sup>. Cook County will determine who will receive the live virus or shot by the answers on the form. Mr. Claypool would encourage anyone interested in receiving the vaccine to go to the Spec Gym and ask questions. Mr. Claypool added that he was informed that the vaccine may not arrive until 9:00 a.m. on Wednesday thus causing possible congestion early on. Special passes will be available for students to return to classes once they are vaccinated.

The meeting adjourned at 1:57 p.m. The next Administrative Council meeting is scheduled for Tuesday, January 5, 2010 at 1:00 p.m. in the Principal's Conference Room.

Respectfully submitted,

David L. Claypool  
Principal

Terese A. McGrath  
Assistant to Principal