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| University High School Council | **Minutes 2018-2019** |

Meeting Date: 1/15/2019 Meeting Location: RUHS Library

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| Members present | |  |  |  |  | | --- | --- | --- | --- | | Administration | Faculty | Students | Parents | | Amy Cislak | Kerry Balzer | Julian Barraza | Barbara Hughes | | Joel Bacalia | Mike Schmidt | Lauren Benz | Martha Lee | | Andrea Evans | Leiba Schuneman | Anissa Meza | Mary Palacio-Hum | |  | Hannah Sinclair | Enrique Castillon | Karen Peters | | Staff | Chelsea Smith | Andy Pendleton | Bill Tong | | Martina Kimball | Matt Ulrich | Alexys Rodgers | Lea Standridge | |  |  |  | Kara Vatthauer | | Community Members |  |  | George Youngerman | | Kris Tully |  |  |  | |
| Members absent | |  |  |  |  | | --- | --- | --- | --- | | Faculty | Students | Parents | Community Members | | Jeff Marchant | Iselle Barrios |  | Kevin Gebert | | Ann Mitchell | Derek “Brock” Lyons |  |  | |

1. The meeting was called to order at 3:30 pm by Chair Mike Schmidt..
2. Approval of the Agenda
   1. Motion to approve.
      1. Standridge ii. Bacalia
      2. Chair Schmidt explained that agenda item V.a. was put in place before item V.b. in order to honor a specific request of one department before considering the policy that might apply to all departments.
      3. Agenda was approved by unanimous consent.
3. Approval of the December 11, 2018 Minutes
   1. Motion to approve.
      1. Peters ii. Standridge
   2. Assistant Chair Matt Ulrich noted that his first name was wrong in one place.
   3. Minutes approved, with name correction, by unanimous consent.
4. Discussion and Action Items
   1. Action Item: Approval of policy revision for selection of the Social Studies/Fine Arts Department Chair
      1. Motion to approve the policy changes as set forth in document called “SS FADepartment Chair Policy EDITED.”
         1. Sinclair 2. Standridge
      2. Ms. Sinclair explained that the Social Studies and Fine Arts Department would like to change the policy of electing its chair from a five-year term to a one-year term. The one-year term will allow more input from teachers who are new to the department.
      3. There was some discussion of the last item in the policy document under consideration:

*IV.B.5.7 The department chair shall serve on the UHS School Council as a voting or non-voting member.*

Members talked about possible meanings of “shall” and of “non-voting member.” The discussion of these points continued later in the meeting.

* + 1. Roll call vote: The measure passed unanimously by roll call vote.

1. Discussion Item: A Guidance for Policy Review Committee on pros and cons of unification of departmental policies.
2. Chair Schmidt explained that he would like to bring some guidance to the Instructional Council as it reviews the UHS policy, specifically recommendations or considerations for unifying or not unifying the chair selection policy across departments. The Instructional Council consists of the administration team, the department chairs, and the School Council Chair.
3. Members of the School Council seemed not to have strong feelings about whether all the departments should have the same election policy or not. Here are some points that were mentioned in the discussion:

* Leaving departments to determine their own chair election process gives the members of a department more autonomy and may help with the feeling of camaraderie in the department.
* The policy document will be shorter and less cumbersome if all departments follow the same selection process.
* If all the departments follow the same process, faculty will become more familiar with the process.
* One-year terms, as chosen by the combined Social Studies/Fine Arts Department, seem rather short. Institutional knowledge will be lost if turnover of chairs is too frequent.
* Two-year terms are a possibility, with half of the departments electing new chairs each year so that there is some carryover year-to-year on the Instructional Council.
* Even though elections may be held every year or every two years, department chairs may not necessarily change this frequently. Chairs may volunteer and be elected for successive terms.

1. Chair Schmidt said he will bring this feedback to the Instructional Council.
2. Discussion Item: Defining the rights and responsibilities of non-voting members of UHS School Council.
3. Chair Schmidt said that certain places in the UHS Policy, which is being reviewed this year, refer to “non-voting members.” In fact, the policy says that School Council is supposed to have 3 non-voting members. Standard organizational practice is for an entity’s bylaws or policies to define the role of non-voting members, yet our policy does not do so.
4. The question, then, is whether the School Council and Instructional Council would like to define and keep the role of “non-voting members.” Here are a few points from the discussion:

* Some boards have non-voting members who have all rights of participation. They may contribute to discussion throughout the meeting rather than just in the call to the audience.
* Are departments and teachers at large represented? Yes, each department sends its chair to the Instructional Council. The School Council teacher delegation includes two members who are also on Instructional Council. The other teachers on School Councils are volunteers who are elected by the faculty.
* The language about non-voting members feels outdated.

1. Ms. Schuneman expressed the consensus that the School Council should not have non-voting members since each stakeholder group of students, teachers, parents, staff, and community has representation on the Council. Chair Schmidt said he will bring this feedback to the Instructional Council.
2. Committee & Misc. Reports
   1. Principal’s Report – Cislak
      1. Advanced Placement test deposits of $25 per test should be paid in person to the Finance Office as soon as possible.
      2. Counselors are talking with 9th through 11th grade students about course selection for next year. Registration for the 2019-2020 school year will take place on January 31-February 1.
      3. The UHS Annual Senior Debate will take place at 8:00 a.m. on Wednesday, January 30. TUSD Superintendent Dr. Gabriel Trujillo will moderate. School Council members are encouraged to attend.
      4. Events on February 2, 2019: Inaugural Ball at the Jewish Community Center. Teacher Nicole Hamilton will be recognized for a teaching award at the Tucson Roadrunners hockey game that evening.
   2. Tax Credit & Budget Committee Report – Youngerman
      1. Funds are standing at $16,796, with $700 of that committed to help support a college tour organized by the CCCC. This means that available funds are at $16,096. Most of these will be needed to cover next year’s stipends.
      2. Have received $3,800 after the postcard was mailed in December 2018. This is less than the $11,000 received in 2016 and the $10,000 received in 2017 around the holidays.
      3. Ms. Cislak pointed out that one big reason the numbers have dropped is that families can now use tax credit funds to cover their students’ Advanced Placement test fees. More flexible usage of tax credit funds was allowed starting in 2016. While our School Council undesignated tax credit income is down, clubs either have or will need to do more on their own fundraising instead of coming to School Council for grants.
      4. Chair Schmidt asked the Tax Credit & Budget Committee to consider a spending limit or budget floor and to report back to School Council this spring. Mr. Youngerman said that the committee will do so.
   3. Recruitment and Retention – Evans (reported by Bacalia on her behalf)
      1. CogAt Test Preparation has been effective. A session is being planned for the spring.
      2. The freshman class is expected to be around 300 students next fall.
      3. For the past nine or ten years, the freshman class has been at 320±20.
   4. Instructional Council (IC) – Bacalia
      1. Recent discussions were about what courses to offer for zero hour and the logistics of scheduling testing (such as the SAT and ACT in the spring).
   5. UHS Foundation & Alumni Association – Tully
      1. The Foundation & Alumni Association ran an online campaign this school year. Gifts were less than last year when a postcard campaign was used.
      2. Here is a list of the four major categories of gifts received:

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| **Category** | **Amount Received** |
| General Fund (where monies are needed most) | $11,427 |
| Capital Endowment | $1,935 |
| Classroom Costs (givers could designate one or more of six departments) & Technology | $1,975 |
| Student Success (Keys to College, Shadowing, Microgrants) | $1,900 |
| **Total** | **$17,237** |

1. Thank you, UHS Foundation and Alumni Association!
   1. UHS Parents’ Association – Palacio-Hum
      1. The UHSPA’s January meeting focused on a fundraising/get-to-know-each-other event scheduled for the evening of the Inaugural Ball on February 2, 2019.
   2. Student Council (StuCo) Report – Meza
      1. StuCo is busy preparing for the Inaugural Ball.
      2. The theme of Prom 2019 will be Starry Night.
2. Request for Agenda Items for next meeting (please submit action & discussion items to President Schmidt through email.)
3. Reminders:
   1. School Council meeting time and place will be posted 24 hours in advance (on UHS Admin. Bulletin Board and in public). Attendance and minutes will be submitted to a School Council officer prior to the next meeting.
   2. Please observe proper decorum and schedule your time to be able to attend the entire School Council meeting. Each meeting should last 90 minutes and will be adjourned by 5:00 p.m. A quorum, your time, and your participation are valued assets of the UHS School Council.
4. Adjournment at 4:30 p.m.
   1. Motion: Castillon Second: Peters
   2. Unanimous consent.