

**University High School  
School Council Meeting Agenda  
May 13, 2014; 3:30 pm  
UHS Library**

- I. Approval of the agenda (**5 minutes total, maximum for I, II, and III**)
- II. Approval of the April 8, 2014 minutes
- III. Call to the audience
  
- IV. Discussion and Action Items (**55 minutes total, maximum for IV**)
  - a. Legislative agenda item
    - 1) *Action Item*: Seating of new members/Parliamentary elections of new officers
  - b. Policy updates
    - 1) *Discussion/Action Item*: Motion for UHS administration to create a Procedures Document
    - 2) *Discussion/Action Item*: Motion to approve UHS Travel Policy
    - 3) *Discussion/Action Item*: Motion to approve UHS Schedule Change Policy
    - 4) *Discussion/Action Item*: Motion to approve Withdrawal/Transfer from UHS Policy
    - 5) *Discussion/Action Item*: Motion to approve UHS Movies & Media Policy
    - 6) *Discussion/Action Item*: Motion to approve UHS Student Instructor Program Policy
  - c. Misc. items
    - 1) *Discussion/Action Item*: Tax credit request for RUHS band
    - 2) *Discussion/Action Item*: BOUNCE approval
    - 3) *Discussion/Action Item*: 2014-15 stipend distribution for clubs
  - d. Legislative agenda items, cont.
    - 1) *Action Item*: Approval of 2014-15 School Council meeting schedule
    - 2) *Action Item*: Approval of 2014-15 School Council legislative agenda
    - 3) *Action Item*: Approval of meeting norms
    - 4) *Discussion/Action Item*: Formation of sub-committees
    - 5) *Discussion Item*: Remind faculty and staff of the deadline for the selection of student awards
  
- V. Committee & Misc. Reports (**30 minutes total, maximum for V**)
  - a. Principal's report
  - b. Tax Credit & Budget report
  - c. Recruitment & Retention Committee report
  - d. Instructional Council report
  - e. UHS Foundation & Alumni Association report
  - f. Parents Association report
  - g. SAB report
  
- VI. Reminders:
  - a. School Council Meeting time and place will be posted 24 hours in advance. Attendance and minutes will be submitted to a School Council officer prior to the next meeting.
  - b. 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 PM. A quorum, your time, and your participation are valued assets of the UHS School Council.
  
- VII. Adjournment

**Next Scheduled Meeting: Tuesday, August 12, 2014; 3:30 pm; UHS Library**

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## Motions for the May 13, 2014 UHS School Council Meeting

### **1. Motion for UHS administration to create a Procedures Document**

*Rationale:* The current UHS Policy Document contains a great deal of information about procedures mixed in with policy. The administration recommends moving these procedures into a separate Procedures Document, and then using the Policy Document and Procedures Document jointly as the guiding documents for UHS. The current motion is to create the Procedures Document. Any changes to a procedure must follow the typical protocol for policy change at UHS (i.e. School Council approval).

### **2. Motion to approve UHS Travel Policy**

*New Policy:*

#### **XX.XX UHS Travel Policy**

University High School values the opportunities and experiences that students receive by traveling, but recognizes the importance of having students engaged in content within the classroom. To maintain student success and our high graduation standards it is important that school sponsored travel has minimal impact on student attendance.

**XX.XX.1** All non-competitive travel, including single-day field trips, should make every attempt to schedule trips during breaks. If such arrangements cannot be made, the sponsor of the trip will be required to have the travel approved by the Instructional Council.

*Old Policy:* non-existent

*Rationale:* Students are missing a great deal of classroom time due to a variety of school-sponsored events. This makes teaching difficult at any time, but it is especially disruptive during the 4<sup>th</sup> quarter as final exams and AP exams approach. This motion is intended to encourage clubs and classes to schedule their trips for non-school hours, to whatever extent is possible around competition schedules, etc.

### **3. Motion to approve UHS Schedule Change Policy**

*New Policy:*

#### **Section I.O. - UHS Schedule Change Policy**

University High School is a school of choice with a academically focused curriculum designed to meet specific college preparatory needs. Due to the nature of this focused curriculum, schedule changes are limited.

##### **I.O.1. Schedule Change**

**I.O.1.1** If a student wishes to drop a class the student must submit a Petition to Drop a Class Form to the counselor. A parent, teacher, student, and counselor conference may be held.

**I.O.1 .2** A parent's signature is required for a student initiated drop. A parent's signature is not required for administrative-initiated schedule changes.

Administrators, with the guidance of the counselors, will determine placement of students who are allowed to drop a class.

**I.O.1 .3** Student-initiated changes involving one-semester or two-semester courses must be made within ten days of the beginning of the first semester of the course. Students may not drop a two-semester course at the end of the first semester. Level changes (e.g. Spanish 7/8 to Spanish 5/6) that are intra-departmental and not affecting another department may be made at any time during the semester with department chair and administrative approval.

**I.O.1.4** No new semester course may be added for credit by a student after fifteen school days of the first or second semesters. Students new to the Tucson Unified School District or students with extenuating circumstances may petition administration for an exception to this policy.

**I.O.1.5** Underclassmen must take six classes. Seniors may request to have five classes. The request will require a "Petition to Take Less Than Six Classes" to be completed first. The senior must be on track to graduate with the five scheduled classes.

**I.O.1.6** AIA eligibility may be affected if a student drops a class.

*Old Policy:*

**Section I.O. - Schedule Change Policy.**

**I.O.1.** Changes involving quarter courses must be made prior to the beginning of a new quarter with the exceptions of prolonged illness, withdrawal from school, disciplinary action, or adaptive education placement. Students, even if failing, are to remain in the course for the duration of the quarter.

**I.O.2.** Changes involving semester or year-long courses must be made within ten days of the beginning of the course.

**I.O.3.** Changes that are intra-departmental and not affecting another department may be made at any time during the quarter providing the change is processed through the student's counselor.

**I.O.4.** No new quarter class may be added for credit by a student after the eighth day of the quarter. No new semester course may be added for credit by a student after fifteen school days of the first and second semesters. Students new to the Tucson Unified School District or students with extenuating circumstances may petition through the Assistant Principal for exception to this policy.

**I.O.5.** All schedule changes will originate with the student's counselor. Parent approval must be obtained for student-initiated changes. A parent's signature is not required for administrative-initiated schedule changes.

**I.O.6.** If a student wishes to drop a class, a parent, teacher, student, counselor conference may be held. The student must see the counselor and obtain a Petition to Drop a Class Form

**I.O.7.** AIA eligibility may be affected if a student drops a class. the student must check with the interscholastic office before dropping a class.

**I.O.8. Schedule Change Process.**

**I.O.8.1.** The student will see a counselor to initiate a change. The counselor will review the student's request and design a course of action. A request by a Senior to have fewer than six classes will require that the "Petition to Take Less Than Six Classes" be completed first.

A request to change teachers (the same class but different teachers) will not be honored unless there has been communication between the parent and teacher, such as a parent, student, teacher conference or a phone conversation. At the option of the parent, teacher, or student, they may request an administrator or counselor to be present for the conference.

A student may not initiate a schedule change that includes adding a course beyond the required cut-off dates. Semester classes may not be added to or dropped from a student's schedule after the first 15 days of that semester. Quarter classes may not be added or dropped after the first 8 days of the quarter. Schedule changes involving level changes shall not occur after the first nine

weeks of a semester. Exceptions to these cut-off dates will be made for adding a study hall or teacher aide.

**I.O.8.2.** The student will be responsible for contacting teachers and a parent for signatures on the schedule change form. The schedule change form is given to all teachers for purposes of notification. All teachers must sign the form before it is returned to the counselor.

An administrator's signature is required whenever class size is over the cap, a teacher's total count is over the cap, a teacher change is made without a conference, or a class is to be added after the 8 or 15 day rule.

The completed schedule form is returned by the student to the counselor. The counselor will instruct the student to follow their new schedule the following school day. The counselor will take the completed form to the registrar. The registrar will make the schedule change in the computer and put a copy of the official drop and add forms in the teachers' mailboxes within 24 hours. **(Res 23-15, 2/14/2012)**

*Rationale:* The old Schedule Change Policy contained inconsistencies and statements that were potentially contradictory. The new Schedule Change Policy condenses the phrasing of the old policy, eliminates redundancies and contradictions, and clarifies the schedule change process at UHS.

#### **4. Motion to approve Withdrawal/Transfer from UHS Policy**

*New Policy:*

##### **Section I.P. - Withdrawal / Transfer from UHS Policy**

**I.P.1.** A student who withdraws from UHS must be enrolled in a class at the end of the grading period to receive a grade and credit for the course.

**I.P.2.** A student withdrawing from school prior to the end of a grading period will receive no credit but his/her grades to date of leaving will be recorded.

*Old Policy:*

##### **Section I.P. - Withdrawal / Transfer Policy / Procedures.**

**I.P.1. Policy.** A students must be enrolled in a class at the end of the grading period to receive a grade and credit for the course.

**I.P.2. Procedures.** A students withdrawing from school prior to the end of a grading period will receive no credit but his/her grades to date of leaving will be recorded.

**I.P.3.** If a student initiates withdrawal from a class prior to the last ten school days of a quarter or semester course, the student will not receive a grade or credit. (Nothing will be recorded on the permanent record card.) This policy excludes all disciplinary drops. When drops are initiated by Counselors, the Assistant Principal will be consulted. A student may not initiate withdrawal from a class during the last ten days of each semester.

**I.P.4.** If a student is enrolled in a course during the last ten days of any semester, a course grade will be recorded on the permanent record card. Grade options: Teachers have the option of awarding the following grade in a course: A, B, C, D, F, and I (P in approved courses).

**I.P.5.** A student may be removed from a class at any time by administrative action following appropriate due process. Students must follow their assigned class schedule

until a requested schedule change has been confirmed and a change of schedule form has been picked up from the Registrar or Counselors.

**I.P.6.** Students may drop a class 10 days prior to the end of a grading period

**I.P.7.** Students who do not meet the above timelines will receive a grade for that grading interval.

**I.P.8.** Counselors and Administrators will determine placement of students who are allowed to drop a class.

**I.P.9.** Students may drop a class for the following reasons: inappropriate placement (to be determined by an administrator); parent request because of special circumstances which would be limited to medical need (family or personal), financial need, or unusual educational need.

**I.P.10.** Students may not drop a class for the following reasons alone: poor grades; to avoid a failing grade; extracurricular demands on time; demands on study time from other classes; or tailoring schedules to meet non-curricular needs.

**I.P.11.** In general, students may not drop University High School academic courses in the subjects of English, Mathematics, Science, Social Studies, Career and Technical Education (CTE), or Foreign Languages. University High School is a school of choice with a limited, narrowly-focused curriculum designed to meet specific college preparatory needs. UHS lacks the ability to offer the range of choices and individual scheduling flexibility available in comprehensive high schools. **(Res 23-15, 2-14-2012)**

*Rationale:* The new policy is intended to clarify I.P.1 and 2. Procedures regarding withdrawals and transfers will be moved to the newly-created UHS Procedures Document. Any changes to these procedures will be brought before School Council for approval at a future date.

## **5. Motion to approve UHS Movies & Media Policy**

*New Policy:*

### **Section XX.XX UHS Movies and Media Policy**

Presenting students with a rich curriculum in a variety of engaging formats enhances student learning. At times, movies and visual media can meet this goal. Some videos portray this content in ways that some families deem inappropriate. Effort will be made to build curriculum that uses sections of videos to enhance content where possible. The showing of a movie in its entirety must meet the following criteria.

**XX.XX.1** A curricular rationale has been established and appropriate assessment has been developed.

**XX.XX.2** Any movie that is rated R or not rated must have parent permission signed for a student to participate. Movies rated NC-17 or X are not permitted to be shown.

**XX.XX.3** The permission slip must communicate the curricular rationale and a brief description of the movie including the specific reasons the movie is rated R or not rated.

**XX.XX.4** An alternative assignment that conveys the same curriculum from a different modality will be available for students that do not have permission.

**XX.XX.5** Decisions regarding non-movie visual media should follow similar criteria, at the teacher's best discretion.

*Old Policy:* non-existent

*Rationale:* This motion is intended to ensure that media use in the classroom, while encouraged, needs to be considered carefully for content and relevance. Parents should be aware of material that could possibly be questionable, and have alternatives available.

## 6. Motion to approve UHS Student Instructor Program Policy

### *New Policy:*

#### **Section VI.BB. - UHS Student Instructor Program Policy**

Students, who have distinguished themselves in their command of a certain subject area and have received teacher approval, may be allowed to assume limited teaching capacities under the auspices of and in concert with a teacher in that area. The responsibilities of a Student Instructor (SI) could include individualized in-class tutoring, constructing homework problems, and facilitating small group discussions and test reviews.

**VI.BB.1.** Student Instructors must meet the following minimum requirements:

- 11th and 12th grade students may be considered with teacher recommendation and administrative approval
- Minimum unweighted 3.0 cumulative GPA, with no D's or F's on the student's high school transcript
- Minimum 95% attendance rate
- History of academic integrity
- Students must be on track for graduation and have successfully completed Health and P.E. credit requirements

**VI.BB.2.** The student instructor program shall not be construed as a serious competition to other UHS elective offerings. A student may only be an SI or student aide once during his/her tenure at UHS.

**VI.BB.3** A student may be assigned as a student aide by administration more than once if the purpose of the assignment is to help support the student to meet graduation requirements.

**VI.BB.4** The exact responsibilities of an SI student will be stipulated in a written syllabus that has been approved by administration. The syllabus will act as a contract between the student and the teacher at the outset of the teaching period. However, this contract must include the responsibilities outlined above. The duration of an SI's duties is one year unless his/her performance deems re-evaluation at the semester.

**VI.BB.5** If an SI receives a D or F in any class at the semester grading period, they will be removed from their SI position for academic support services.

**VI.BB.6** As such, SI students would receive credit as a 2 semester elective course. UHS administration shall ensure that the SI class has an appropriate TUSD course number. (**Res 23-15, 2-14-2012**)

### *Old Policy:*

#### **Section VI.BB. - UHS Student Instructor Program.**

Every year, students, with teacher approval, who have distinguished themselves in their command of a certain subject area, may be allowed to assume limited teaching capacities under the auspices of and in concert with a teacher in their area of choice. The responsibilities of an S.I. scholar could include individualized in-class tutoring, constructing homework problems, and facilitating small group discussions and test reviews.

**VI.BB.1.** A student may not be an SI for more than one class per year.

**VI.BB.2.** The exact responsibilities of an SI student would be stipulated in a written contract between the student and the teacher at the outset of the teaching period.

However, this contract must include the responsibilities outlined above. The duration of an SI scholar's duties is one year unless his/her performance deems re-evaluation at the semester.

**VI.BB.3.** The School Council designates the SI program as a distinct class offering to appear in the UHS course catalogue beginning with the 2009-2010 school year. As such, SI students would receive credit as a 2 semester elective course. UHS administration shall insure that the senior instructor class has an appropriate TUSD course number. **(Res 23-15, 2-14-2012)**

*Rationale:* This motion is intended to better define and structure the Student Instructor program at UHS. The new policy defines requirements to be an SI, a limit on one SI position during a student's time at UHS, better academic oversight of the program, and more focused academic goals for the SIs.

#### **7. Motion to grant \$625 of undesignated tax credit funds to RUHS band designated fund**

*Rationale:* During a recent RUHS band trip to a competition, the bus broke down and left the band stranded. Mr. Marchant needed to pay \$625 to hire an emergency bus to pick up the students, staff, and equipment. This motion is intended to grant \$625 of undesignated tax credit funds to the band in order to cover this expense.

#### **8. Motion to approve BOUNCE as a UHS summer program**

*Rationale:* BOUNCE is intended to be a pre-AP summer program for UHS students. BOUNCE would primarily target sophomores-to-be who were identified during freshmen year as students who may struggle with a heavy AP schedule. BOUNCE would focus on developing a range of skills that are the foundation of a successful AP student (e.g. successful writing strategies, approaches to math, etc.). The BOUNCE director would be expected to report to School Council during the year, as outlined in the School Council legislative agenda.

#### **9. Motion to approve stipends for 2014-15 club sponsors**

Please see attached email from Mr. Packard.

*Rationale:* UHS has been allocated 16 stipends for the 2014-15 school year. UHS administration has recommended a list of sponsors to receive these stipends (see Mr. Packard's email), with the remainder to be covered by undesignated tax credit funds.

## 2014-15 UHS School Council Meeting Schedule

Meetings run from 3:30 - 5:00 pm on the second Tuesday of every month (except November, see below), and are in the UHS Library.

May 13, 2014  
August 12, 2014  
September 9, 2014  
October 14, 2014  
November 18, 2014 (*3<sup>rd</sup> Tuesday of the month to avoid Veteran's Day*)  
December 9, 2014  
January 13, 2015  
February 10, 2015  
March 10, 2015  
April 14, 2015  
May 12, 2015

### 2014-15 UHS School Council Legislative Agenda

- August 12, 2014
  - Review and overview of UHS School Council
  - Review of meeting norms, Robert's Rules, and School Council meeting documents (constitution, bylaws)
  - Administration's "State of the School" report
  - Submission of issues for 2013-14, and referral of issues to sub-committees
- September 9, 2014
  - Reports from BOOST & BOUNCE directors
  - Propose School Council goals for the 2014-15 school year
- October 14, 2014
- November 18, 2014
  - Deadline to add new UHS course offerings for 2015-16
- December 9, 2014
- January 13, 2015
  - Deadline for curriculum issues for 2014-15
  - Approval of BOOST & BOUNCE positions
  - Approval of new/revised course descriptions for 2015-16 school year
- February 10, 2015
- March 10, 2015
  - Deadline for proposed bylaw amendments
  - Formation of the 2015-16 UHS Budget Recommendation Committee
  - Announcement of School Council constituent elections
  - Announcement of Student Placement Review Committee elections
  - Review of extra-duty stipends
  - Review of recruitment of incoming students



- April 14, 2015
  - Deadline to ratify bylaw amendments
  - Approval of the 2015-16 UHS Budget Recommendation Committee
  - Announcement of results of constituent elections to School Council, Student Placement Review Committee
  - Year-end reports due from sub-committees
  - Approve 2015-16 extra-duty stipend budget
  
- May 12, 2015
  - Seating of new members & parliamentary elections of new officers
  - Adoption of 2015-16 School Council meeting schedule
  - Approval of the calendar and legislative agenda for 2015-16
  - Approval of meeting norms
  - Formation of subcommittees
  - Remind faculty and staff of the deadline to select student awards (Croteau, Kemmeries)

**University High School**  
**School Council Meeting Minutes**  
**May 13, 2014; 3:30 pm**  
**UHS Library**

**Members Present:**

Parents: T. Adkins, L. Barnes, R. Blumenthal, B. Bogan, R. Broome, K. Elliott, L. Whitthorne  
Students: C. Hoffer, Z. Holtzman, N. Pensak, A. Powers, K. Ravellette, J. Thanikachalam, M. Zarin  
Faculty: T. Enfield, D. Herring, P. Karlowicz, A. Lazarewicz, K. Tully, B. Yell  
Administration: A. Cislak, D. Packard  
Classified Staff: L. Blackmon  
Community: B. Klahr

**Members Absent:**

Parents: K. Peters  
Students: M. Cronin  
Faculty: J. Cyr, T. Tobin  
Community: D. Bailey, M. Smith

- I. Approval of the agenda (**5 minutes total, maximum for I, II, and III**)
  - a. Zarin moves. Pensak seconds. Passes unanimously.
- II. Approval of the April 8, 2014 minutes
  - a. Elliott moves. Zarin seconds.
  - b. Herring: Change "agenda" at top to "minutes".
  - c. Passes unanimously with amendments.
- III. Call to the audience
  - a. No audience members present.
- IV. Discussion and Action Items (**55 minutes total, maximum for IV**)
  - a. Legislative agenda item
    - 1) *Action Item*: Seating of new members/Parliamentary elections of new officers
      1. Karlowicz: The senior member of Instructional Council (IC) conducts the elections; therefore would like to open nominations for chair of Site Council (SC).
        - i. Klahr: Nominate Lazarewicz.
          1. Lazarewicz: I accept the nomination.
        - ii. Karlowicz: If there are no other nominations, the election is closed. Since there were no other nominations, Lazarewicz wins.
      2. Lazarewicz: Open elections for Assistant Facilitator.
        - i. Herring: Nominate Klahr.
          1. Klahr: I accept the nomination.
        - ii. Lazarewicz: Since there are no other nominations the election is closed. Since there were no other nominations, Klahr wins.
      3. Lazarewicz: Open elections for Treasurer.
        - i. Zarin: Nominate Klahr.
          1. Klahr: I accept the nomination.
        - ii. Lazarewicz: Since there are no other nominations, the election is closed. Since there were no other nominations, Klahr wins.
      4. Lazarewicz: Open elections for Secretary.
        - i. Zarin: Nominate Pensak.
          1. Pensak: I accept the nomination.
        - ii. Lazarewicz: Since there are no other nominations, the election is closed. Since there were no other nominations, Pensak wins.

- iii. Whitthorne: I motion to have a parent or faculty co-secretary to work with the student secretary.
  1. Broome seconds.
  2. Zarin: Why do we need this?
    1. Whitthorne: In Parent Association (PA) meetings, there are always co-secretaries, and in SC there have been shortfalls in the posting of the minutes. The law requires that they be posted timely as well.
      1. Zarin: Has there been a problem in the past?
      2. Whitthorne: Yes, with the timing.
      3. Lazarewicz: If the timing was addressed, would that solve the problem?
      4. Whitthorne: No.
      5. Zarin: What if there were two students as secretaries?
      6. Whitthorne: Adults have more access to and understanding of the information discussed in these meetings, and therefore would be able to help more than another student. \
    2. Tully: The students overall gain a lot of professional experience out of these meetings, and I think that the students have presented themselves quite well. Students also are under a lot of stress, yet they are more unbiased in their writing of the minutes compared to adults. Overall, I feel that they can do it just fine.
  3. Lazarewicz: We shall put the motion to a vote.
    1. Motion defeated.
  4. Karlowicz: Firstly, can this still happen with help from the chair?
    1. Lazarewicz: Yes.
  5. Karlowicz: Also, abstentions should be only from a conflict of interest, or where information required to make an educated vote is not known. Otherwise, the correct vote is "no".
    1. Whitthorne: Robert's Rules should allow the right to an abstention.
  6. Lazarewicz: We will review Robert's Rules in August also.

b. Policy updates

- 1) *Discussion/Action Item:* Motion for UHS administration to create a Procedures Document
  1. Packard: This year we were going through school policy, and noticed there were frequent overlaps between policy and procedure. We want to have only policy on policy documents, and procedure on procedure documents. In some of the motions today, we are looking at adding and dropping classes. There are components of this system that are embedded in policy, yet are really procedural in nature. We want to move them to procedure to have them edited and reviewed more frequently.
    - i. Lazarewicz: Also, I would like to call attention to end, where it states any changes to procedures still go to SC.
  2. Lazarewicz moves. Elliott seconds. Passes unanimously.
- 2) *Discussion/Action Item:* Motion to approve UHS Travel Policy

1. Lazarewicz: We had a lot of students missing from a lot of classes, and that's the impetus of creating this.
  - i. Whitthorne: What happened to the fine arts components, specifically concerning afterschool practices?
    1. Lazarewicz: That is a different issue, because practices take place after school while traveling is during school. SC should address that issue though, separately.
      1. Whitthorne: Are there plans to address this?
        1. Packard: It is an issue that involves both schools, and we will be discussing it soon.
    - ii. Adkins: Minor corrections: "travel *have*", etc.
    - iii. Packard: To forgo any challenges later on, we could use more feedback from teachers on the impact of single-day trips? Is that appropriate, too restrictive or ok?
      1. Yell: Its hard to distinguish between days, it depends more on the reasons for the traveling.
      2. Elliott: I like the language though, because it gives "wiggle room" concerning the reasons for travel.
    - iv. Herring: Additional grammatical corrections: change "All" to "*Sponsors of*"
  2. Lazarewicz moves. Packard seconds. Passes unanimously.
- 3) *Discussion/Action Item: Motion to approve UHS Schedule Change Policy*
  1. Lazarewicz: We had an old policy, but it was a bit lengthy and fairly contradictory; this was causing some difficulty for administration. IC took this on and wrote and new policy.
    - i. Packard: There are two pieces to this: the first are the add/drop policies, and the other are the procedures. Some mingling has occurred with the add/drop policy and withdrawal policy. In addition, there is confusion over a withdrawal from school versus a class, and dropping a class. Funding is based on classes, and if there is confusion over classes and if the student has been in the class for several weeks, then the student should stay. If there is a major issue impeding graduation requirements, then we can change.
  2. Lazarewicz moves. Elliott seconds.
    - i. Adkins: Corrections; A better strategy might be to vote on the content, and then have other grammatical errors checked later, and I move to have this a part of our meeting.
      1. Adkins moves. Zarin seconds. Passes unanimously.
  3. Bogan: Who has the authority to make conference, who wants to make a conference, and who has the authority to drop a class?
    - i. Packard: The answer is that parents, administration or staff want the conference and its administration that decides. The bigger picture of the policy is that it allows for clarity in the process so we can follow it easily, and years later it can still be followed, unless it's further modified.
  4. Blumenthal: Do kids want to drop because they are failing?
    - i. Cislak: Yes. All the time.
  5. Blumenthal: Where is it going to be placed and discussed?
    - i. Packard: In the meetings, the handbook, and online.
  6. Broome: I am slightly confused by section I.O.1.4 and was wondering if we could change the wording slightly.

- i. Karlowicz: Technically every course is a semester course, so a yearlong course is two credits.
      - 1. Corrections made: “new semester” removed, “the first or second” changed to “a”, “semesters” changed to “semester”
    - ii. Enfield: Some students are, in the fall, told for two weeks they can’t change classes, which is unfair to them. Also, maybe students shouldn’t have to petition every time to change a course.
      - 1. Packard: No student is signed up for course they didn’t sign up for. If there are any individual issues, the students can talk to the administration.
  - 7. Herring: Correction to I.O.1.5; “Underclassman” changed to “*Freshman, Sophomores and Juniors*”
  - 8. Lazarewicz calls to a vote. Passes Unanimously.
- 4) *Discussion/Action Item*: Motion to approve Withdrawal/Transfer from UHS Policy
  - 1. Lazarewicz: We had an old policy that was a bit problematic. We have clarified the policy now, and the rest of the information is in the procedure.
    - i. Karl moves. Elliott seconds.
  - 2. Herring: What is I.P.1.?
    - i. Cislak: For students who want to move to a new high school and want to get UHS credit, they need to finish the course at UHS.
    - ii. Packard: Some students want to leave early, and want credit for the course. So, if you withdraw, you may not get credit.
  - 3. Blumenthal: If a student moves, what happens?
    - i. Packard: A transfer grade goes with student to the new school, where the new teacher decides how to implement it into his/her own course.
  - 4. Lazarewicz: We are striking I.P.1., and just leaving I.P.2. as they both detail similar policy guidelines.
  - 5. Lazarewicz calls to a vote. Passes unanimously.
- 5) *Discussion/Action Item*: Motion to approve UHS Movies & Media Policy
  - 1. Lazarewicz: We didn’t have policy before, so we are trying to set guidelines for using media in class.
    - i. Elliott moves. Yell seconds.
  - 2. Herring: For not rated movies, can we have teacher’s discretion for that? For example many foreign films don’t have American ratings, and that is the only reason for the rating of “not rated”.
    - i. Elliott: Accepts amendment for “*or unrated movies*” to be added after “visual media” and before “should follow” in XX.XX.5
  - 3. Lazarewicz calls to a vote. Passes unanimously.
- 6) *Discussion/Action Item*: Motion to approve UHS Student Instructor Program Policy
  - 1. Lazarewicz: This is a subject that has been discussed already in great detail. We did have an old policy, and we have fleshed out the old and added new structure.
    - i. Zarin moves. Herring seconds.
  - 2. Elliott: How does the situation where a student forgets to take a course happen? Why would they be pulled out of an SI position?
    - i. Lazarewicz: They can be pulled out to get extra help eg. Math Center, and for other help from a teacher in their problem area.
  - 3. Blumenthal: If someone is struggling in class, they can be appointed SI?
    - i. Packard: An aid position is support for themselves, while an SI is taking class but helping as well.

4. Elliott: VI.BB.3 is the only time aid is mentioned; we need to have a distinction between aids and SI's.
  - i. Karlowicz: The aid position is mentioned in BB2
    1. Elliott: But it doesn't mention what they are.
      1. Lazarewicz: Bring that as a policy addition at next meeting in August.
5. Packard: Are we voting on the entire policy or minus VI.BB.3?
  - i. Lazarewicz: The entire policy, and we will deal with the definitions of aid and SI at a later point.
6. Lazarewicz calls to a vote. Passes unanimously.

c. Misc. items

1) *Discussion/Action Item: Tax credit request for RUHS band*

1. Packard: The week after Chance died, there were multiple trips the band was making. Accidentally, there was no bus for the Color Guard on one of these trips; Marchant had to pay out of club money for the bus. This should be paid by the tax credit fund.
  - i. Elliott seconds.
2. Blumenthal: How much money is left in undesignated tax credit?
  - i. Klahr: Roughly \$41,000.
3. Packard: Amendment for \$675 not \$625.
4. Lazarewicz calls to a vote. Passes unanimously.

2) *Discussion/Action Item: BOUNCE approval*

1. Lazarewicz: This would prepare students for taking AP classes, specifically sophomores.
  - i. Karlowicz motions. Elliott seconds.
2. Karlowicz: This program was passed 20 years ago, so at the next meeting we should clarify the language and policy of it.
  - i. Lazarewicz: We can do that yes.
3. Yell: Can we enlarge this to other ages as well?
  - i. Packard: Yes, we have one for juniors called BLAST.
4. Powers: Is it like BOOST and do students receive a credit?
  1. Lazarewicz: No, it is simply an educational opportunity.
5. Yell: Since no director has been appointed, do we take out director?
  1. Cislak: No, I will be acting as the "director".
6. Lazarewicz calls to a vote. Passes unanimously.

3) *Discussion/Action Item: 2014-15 stipend distribution for clubs*

1. Packard: We need to decide where the stipends will go, and we have heard back from only some clubs. Also, we funded the majority of these through undesignated tax credit funds. We wanted to make sure clubs getting stipends this year are active and competitive. In going through club reports, the top part (up to color guard) shows those we have to pay stipends for. The other clubs we can choose. There are eighteen stipends on this list, and some of that will come from undesignated tax credit. Stipends will also depend on club size and activities; some will come from the school's budget and others SC will need to decide.
  - i. Cislak: Amendment; We should add two to color guard, because there are two people.
    1. Elliott moves. Zarin seconds.
2. Elliott: What is Senior Class?
  - i. Cislak: The teachers helping with declaration breakfasts, etc. for the end of senior year.

3. Adkins: Are we sure that the teachers who may not be receiving a stipend this year are ok with that and are aware of that?
    - i. Lazarewicz: If we approve this list now, we can come back in August and add more?
      1. Packard: Yes we can add to undesignated tax credit later as well.
    - ii. Adkins: I move to accept the list now, however re-contact people who have not responded to make sure they are ok with not receiving the stipend again.
  4. Klahr: Why can't the stipends come out of the club's undesignated tax credits?
    - i. Packard: Yes they can, but the challenge is that most of these are competitive clubs and the money goes to them going on trips, etc. If we have the money to pay these teachers for their work, it's in the schools best interest to do that.
  5. Lazarewicz calls to a vote. Passes with three abstentions.
- d. Legislative agenda items, cont.
- 1) *Action Item*: Approval of 2014-15 School Council meeting schedule
    1. Zarin moves. Klahr seconds. Passes unanimously.
  - 2) *Action Item*: Approval of 2014-15 School Council legislative agenda
    1. Yell moves. Elliott seconds.
      - i. Whitthorne: Put meeting norms on legislative agenda.
        1. Yell approves amendment.
    2. Lazarewicz calls to a vote. Passes unanimously.
  - 3) *Action Item*: Approval of meeting norms
    1. Lazarewicz: Motion to move this action item to the next meeting in August.
      - i. Zarin moves. Elliott seconds. Passes unanimously.
  - 4) *Discussion/Action Item*: Formation of sub-committees
    1. Whitthorne: What is happening with the subcommittee dealing with funding and the strategic planning committee?
      - i. Packard: We are forming that over the summer.
        1. Whitthorne: Do we have to be here over the summer?
          1. Packard: We will keep in touch with interested people.
  - 5) *Discussion Item*: Remind faculty and staff of the deadline for the selection of student awards
  - 6) Elliot motions to extend meeting time for 5 minutes.
    1. Zarin seconds. Passes unanimously.

V. **Committee & Misc. Reports (30 minutes total, maximum for V)**

a. Principal's report

- 1) Packard: Parents or community members that have volunteered are invited to come. Faculty and staff are bringing deserts and things to eat, and will be in the cafeteria. We are close to having the master schedule, including classes, set. We are down to about 15 seniors that are missing a single class, and we are pretty close to ironing that out. We are waiting for specifics, we requested four extra sections above what we were allocated, and the process on how to get that funding allocated is still up in the air. Those are two Spanish sections, one Chinese section and a creative writing section. The centers are still up in the air as well, and they are in the same realm as BOUNCE, however I have a verbal confirmation that the budget is approved and it includes those. This will modify a few students' schedules as well. We got budgetary information in general, and are getting essentially the same funds we received last year this year too. We are working with Rincon staff to look at modifying the

administrative structure a little bit, and are hoping that instead of having one assistant principle housed under Rincon, we can have two quasi-administrators that would be split between the two sites; one would be over athletics and activities and the other would be over facilities and security, so that way we would have more coordination from both schools on the site level things, instead of it being housed at one school. We did receive two counselors; a librarian, an office manager, a registrar and we maintained our attendance clerk as well along with an administrative secretary. We maintained our engineer, 1.6 grounds, and our one campus monitor and requested an additional monitor based on the larger amount of students. We were allocated our assistant band director, and are reminding the district to put that in the budget. In addition, we received a Learning Support Coordinator and a College and Career Coordinator, and there will be an additional three support staff. We have the district administration and those at the school, and there are supposed to be staff working between them. There were three assigned to Rincon, and those will be split between UHS and Rincon. In enrollment, we have 325 incoming freshman, and have gone from 3% African-American at the freshman level to 5%, and that's 9 students to 17. Also going from 29% Hispanic students to 33%, moving from 93 to 107 students. Our numbers are consistent in the other classifications. Another discussion was how to address and acknowledge Chance and Mauricio at graduation. I have connected with Chance's parents, and they have asked that no additional attention is given to them in the ceremony when any honor to Chance is given.

1. Elliott: Asked about textbooks at last meeting, do we know if we have them?
  - i. Packard: Textbooks aren't in site budget, so we don't receive that. Had trouble with this all year, and discussed the idea of classroom sets of books. We said that College Board requires each student and teacher to have his or her own college level text. With our request purchases, a \$400,000 budget proposal for textbooks at the AP level. Not yet sure if that was approved, but believe that the overall budget had been approved, so I am hopeful that that is approved and will be moving forward.
  - ii. Elliott: Is it possible to find out before school starts if teachers are missing any textbooks, so we can address that at the August meeting and get that taken care of immediately?
    1. Packard: We will know where we are going into the summer. We want to make sure we collect the books before the summer, and we have a list of seniors who have or haven't turned in books. Also, if a student ruins a book, we are asking them to replace, which is less expensive, then paying for it, which gives the district money and doesn't necessarily give us a new book. As a district, we have fixed costs and flexible costs, and textbooks are under the flexible costs, meaning as the budget continues to be cut so does the money going towards books purchases.
2. Enfield: What if AP courses don't get textbooks?
  - i. Packard: The rationale is that it could be funded through an alternative source, and it is plausible.
- b. Lazarewicz: Motion to adjourn meeting
  - 1) Lazarewicz motions. Zarin seconds. Passes unanimously.
- c. Tax Credit & Budget report
- d. Recruitment & Retention Committee report
- e. Instructional Council report
- f. UHS Foundation & Alumni Association report



- g. Parents Association report
- h. SAB report

VI. Reminders:

- a. School Council Meeting time and place will be posted 24 hours in advance. Attendance and minutes will be submitted to a School Council officer prior to the next meeting.
- b. 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 PM. A quorum, your time, and your participation are valued assets of the UHS School Council.

VII. Adjournment

**Next Scheduled Meeting:      Tuesday, August 12, 2014; 3:30 pm; UHS Library**

***[uhssitecouncil.weebly.com](http://uhssitecouncil.weebly.com)***

## Motions for the May 13, 2014 UHS School Council Meeting

### **1. Motion for UHS administration to create a Procedures Document**

*Rationale:* The current UHS Policy Document contains a great deal of information about procedures mixed in with policy. The administration recommends moving these procedures into a separate Procedures Document, and then using the Policy Document and Procedures Document jointly as the guiding documents for UHS. The current motion is to create the Procedures Document. Any changes to a procedure must follow the typical protocol for policy change at UHS (i.e. School Council approval).

### **2. Motion to approve UHS Travel Policy**

*New Policy:*

#### **XX.XX UHS Travel Policy**

University High School values the opportunities and experiences that students receive by traveling, but recognizes the importance of having students engaged in content within the classroom. To maintain student success and our high graduation standards it is important that school sponsored travel have minimal impact on student attendance.

**XX.XX.1** Sponsors of non-competitive travel, including single-day field trips, should make every attempt to schedule trips during breaks. If such arrangements cannot be made, the sponsor of the trip will be required to have the travel approved by the Instructional Council.

*Old Policy:* non-existent

*Rationale:* Students are missing a great deal of classroom time due to a variety of school-sponsored events. This makes teaching difficult at any time, but it is especially disruptive during the 4<sup>th</sup> quarter as final exams and AP exams approach. This motion is intended to encourage clubs and classes to schedule their trips for non-school hours, to whatever extent is possible around competition schedules, etc.

### **3. Motion to approve UHS Schedule Change Policy**

*New Policy:*

#### **Section I.O. - UHS Schedule Change Policy**

University High School is a school of choice with an academically focused curriculum designed to meet specific college preparatory needs. Due to the nature of this focused curriculum, schedule changes are limited.

##### **I.O.1. Schedule Change**

**I.O.1.1** If a student wishes to drop a class, the student must submit a Petition to Drop a Class Form to the counselor. A parent, teacher, student, and counselor conference may be held.

**I.O.1 .2** A parent's signature is required for a student initiated drop. A parent's signature is not required for administrative-initiated schedule changes.

Administrators, with the guidance of the counselors, will determine placement of students who are allowed to drop a class.

**I.O.1 .3** Student-initiated changes involving one-semester or two-semester courses must be made within ten days of the beginning of the first semester of the course. Students may not drop a two-semester course at the end of the first semester. Level changes (e.g. Spanish 7/8 to Spanish 5/6) that are intra-departmental and not affecting another department may be made at any time during the semester with department chair and administrative approval.

**I.O.1.4** No course may be added for credit by a student after fifteen school days of a semester. Students new to the Tucson Unified School District or students with extenuating circumstances may petition administration for an exception to this policy.

**I.O.1.5** Freshman, sophomores and juniors must take six classes. Seniors may request to have five classes. The request will require a "Petition to Take Less Than Six Classes" to be completed first. The senior must be on track to graduate with the five scheduled classes.

**I.O.1.6** AIA eligibility may be affected if a student drops a class.

*Old Policy:*

**Section I.O. - Schedule Change Policy.**

**I.O.1.** Changes involving quarter courses must be made prior to the beginning of a new quarter with the exceptions of prolonged illness, withdrawal from school, disciplinary action, or adaptive education placement. Students, even if failing, are to remain in the course for the duration of the quarter.

**I.O.2.** Changes involving semester or year-long courses must be made within ten days of the beginning of the course.

**I.O.3.** Changes that are intra-departmental and not affecting another department may be made at any time during the quarter providing the change is processed through the student's counselor.

**I.O.4.** No new quarter class may be added for credit by a student after the eighth day of the quarter. No new semester course may be added for credit by a student after fifteen school days of the first and second semesters. Students new to the Tucson Unified School District or students with extenuating circumstances may petition through the Assistant Principal for exception to this policy.

**I.O.5.** All schedule changes will originate with the student's counselor. Parent approval must be obtained for student-initiated changes. A parent's signature is not required for administrative-initiated schedule changes.

**I.O.6.** If a student wishes to drop a class, a parent, teacher, student, counselor conference may be held. The student must see the counselor and obtain a Petition to Drop a Class Form

**I.O.7.** AIA eligibility may be affected if a student drops a class. the student must check with the interscholastic office before dropping a class.

**I.O.8. Schedule Change Process.**

**I.O.8.1.** The student will see a counselor to initiate a change. The counselor will review the student's request and design a course of action. A request by a Senior to have fewer than six classes will require that the "Petition to Take Less Than Six Classes" be completed first.

A request to change teachers (the same class but different teachers) will not be honored unless there has been communication between the parent and teacher, such as a parent, student, teacher conference or a phone conversation. At the option of the parent, teacher, or student, they may request an administrator or counselor to be present for the conference.

A student may not initiate a schedule change that includes adding a course beyond the required cut-off dates. Semester classes may not be added to or dropped from a student's schedule after the first 15 days of that semester. Quarter classes may not be added or dropped after the first 8 days of the quarter. Schedule changes involving level changes shall not occur after the first nine weeks of a semester. Exceptions to these cut-off dates will be made for adding a study hall or teacher aide.

**I.O.8.2.** The student will be responsible for contacting teachers and a parent for signatures on the schedule change form. The schedule change form is given to all teachers for purposes of notification. All teachers must sign the form before it is returned to the counselor.

An administrator's signature is required whenever class size is over the cap, a teacher's total count is over the cap, a teacher change is made without a conference, or a class is to be added after the 8 or 15 day rule.

The completed schedule form is returned by the student to the counselor. The counselor will instruct the student to follow their new schedule the following school day. The counselor will take the completed form to the registrar. The registrar will make the schedule change in the computer and put a copy of the official drop and add forms in the teachers' mailboxes within 24 hours. (Res 23-15, 2/14/2012)

*Rationale:* The old Schedule Change Policy contained inconsistencies and statements that were potentially contradictory. The new Schedule Change Policy condenses the phrasing of the old policy, eliminates redundancies and contradictions, and clarifies the schedule change process at UHS.

#### **4. Motion to approve Withdrawal/Transfer from UHS Policy**

*New Policy:*

##### **Section I.P. - Withdrawal / Transfer from UHS Policy**

**I.P.1.** A student withdrawing from school prior to the end of a grading period will receive no credit but his / her grades to date of leaving will be recorded.

*Old Policy:*

##### **Section I.P. - Withdrawal / Transfer Policy / Procedures.**

**I.P.1. Policy.** A students must be enrolled in a class at the end of the grading period to receive a grade and credit for the course.

**I.P.2. Procedures.** A students withdrawing from school prior to the end of a grading period will receive no credit but his / her grades to date of leaving will be recorded.

**I.P.3.** If a student initiates withdrawal from a class prior to the last ten school days of a quarter or semester course, the student will not receive a grade or credit. (Nothing will be recorded on the permanent record card.) This policy excludes all disciplinary drops. When drops are initiated by Counselors, the Assistant Principal will be consulted. A student may not initiate withdrawal from a class during the last ten days of each semester.

**I.P.4.** If a student is enrolled in a course during the last ten days of any semester, a course grade will be recorded on the permanent record card. Grade options: Teachers have the option of awarding the following grade in a course: A, B, C, D, F, and I (P in approved courses).

**I.P.5.** A student may be removed from a class at any time by administrative action following appropriate due process. Students must follow their assigned class schedule until a requested schedule change has been confirmed and a change of schedule form has been picked up from the Registrar or Counselors.

**I.P.6.** Students may drop a class 10 days prior to the end of a grading period

**I.P.7.** Students who do not meet the above timelines will receive a grade for that grading interval.

**I.P.8.** Counselors and Administrators will determine placement of students who are allowed to drop a class.

**I.P.9.** Students may drop a class for the following reasons: inappropriate placement (to be determined by an administrator); parent request because of special circumstances which would be limited to medical need (family or personal), financial need, or unusual educational need.

**I.P.10.** Students may not drop a class for the following reasons alone: poor grades; to avoid a failing grade; extracurricular demands on time; demands on study time from other classes; or tailoring schedules to meet non-curricular needs.

**I.P.11.** In general, students may not drop University High School academic courses in the subjects of English, Mathematics, Science, Social Studies, Career and Technical Education (CTE), or Foreign Languages. University High School is a school of choice with a limited, narrowly-focused curriculum designed to meet specific college preparatory needs. UHS lacks the ability to offer the range of choices and individual scheduling flexibility available in comprehensive high schools. **(Res 23-15, 2-14-2012)**

*Rationale:* The new policy is intended to clarify I.P.1 and 2. Procedures regarding withdrawals and transfers will be moved to the newly-created UHS Procedures Document. Any changes to these procedures will be brought before School Council for approval at a future date.

## **5. Motion to approve UHS Movies & Media Policy**

*New Policy:*

### **Section XX.XX UHS Movies and Media Policy**

Presenting students with a rich curriculum in a variety of engaging formats enhances student learning. At times, movies and visual media can meet this goal. Some videos portray this content in ways that some families deem inappropriate. Effort will be made to build curriculum that uses sections of videos to enhance content where possible. The showing of a movie in its entirety must meet the following criteria.

**XX.XX.1** A curricular rationale has been established and appropriate assessment has been developed.

**XX.XX.2** Any movie that is rated R must have parent permission signed for a student to participate. Movies rated NC-17 or X are not permitted to be shown.

**XX.XX.3** The permission slip must communicate the curricular rationale and a brief description of the movie including the specific reasons the movie is rated R or not rated.

**XX.XX.4** An alternative assignment that conveys the same curriculum from a different modality will be available for students that do not have permission.

**XX.XX.5** Decisions regarding non-movie visual media or unrated movies should follow similar criteria, at the teacher's best discretion.

*Old Policy:* non-existent

*Rationale:* This motion is intended to ensure that media use in the classroom, while encouraged, needs to be considered carefully for content and relevance. Parents should be aware of material that could possibly be questionable, and have alternatives available.

## **6. Motion to approve UHS Student Instructor Program Policy**

*New Policy:*

### **Section VI.BB. - UHS Student Instructor Program Policy**

Students, who have distinguished themselves in their command of a certain subject area and have received teacher approval, may be allowed to assume limited teaching capacities under the auspices of and in concert with a teacher in that area. The responsibilities of a Student Instructor (SI) could include individualized in-class tutoring, constructing homework problems, and facilitating small group discussions and test reviews.

**VI.BB.1.** Student Instructors must meet the following minimum requirements:

- 11th and 12th grade students may be considered with teacher recommendation and administrative approval
- Minimum unweighted 3.0 cumulative GPA, with no D's or F's on the student's high school transcript
- Minimum 95% attendance rate
- History of academic integrity
- Students must be on track for graduation and have successfully completed Health and P.E. credit requirements

**VI.BB.2.** The student instructor program shall not be construed as a serious competition to other UHS elective offerings. A student may only be an SI or student aide once during his/her tenure at UHS.

**VI.BB.3** A student may be assigned as a student aide by administration more than once if the purpose of the assignment is to help support the student to meet graduation requirements.

**VI.BB.4** The exact responsibilities of an SI student will be stipulated in a written syllabus that has been approved by administration. The syllabus will act as a contract between the student and the teacher at the outset of the teaching period. However, this contract must include the responsibilities outlined above. The duration of an SI's duties is one year unless his/her performance deems re-evaluation at the semester.

**VI.BB.5** If an SI receives a D or F in any class at the semester grading period, they will be removed from their SI position for academic support services.

**VI.BB.6** As such, SI students would receive credit as a 2 semester elective course. UHS administration shall ensure that the SI class has an appropriate TUSD course number. (**Res 23-15, 2-14-2012**)

*Old Policy:*

**Section VI.BB. - UHS Student Instructor Program.**

Every year, students, with teacher approval, who have distinguished themselves in their command of a certain subject area, may be allowed to assume limited teaching capacities under the auspices of and in concert with a teacher in their area of choice. The responsibilities of an S.I. scholar could include individualized in-class tutoring, constructing homework problems, and facilitating small group discussions and test reviews.

**VI.BB.1.** A student may not be an SI for more than one class per year.

**VI.BB.2.** The exact responsibilities of an SI student would be stipulated in a written contract between the student and the teacher at the outset of the teaching period. However, this contract must include the responsibilities outlined above. The duration of an SI scholar's duties is one year unless his/her performance deems re-evaluation at the semester.

**VI.BB.3.** The School Council designates the SI program as a distinct class offering to appear in the UHS course catalogue beginning with the 2009-2010 school year. As such, SI students would receive credit as a 2 semester elective course. UHS administration shall insure that the senior instructor class has an appropriate TUSD course number. **(Res 23-15, 2-14-2012)**

*Rationale:* This motion is intended to better define and structure the Student Instructor program at UHS. The new policy defines requirements to be an SI, a limit on one SI position during a student's time at UHS, better academic oversight of the program, and more focused academic goals for the SIs.

**7. Motion to grant \$675 of undesignated tax credit funds to RUHS band designated fund**

*Rationale:* During a recent RUHS band trip to a competition, the bus broke down and left the band stranded. Mr. Marchant needed to pay \$675 to hire an emergency bus to pick up the students, staff, and equipment. This motion is intended to grant \$675 of undesignated tax credit funds to the band in order to cover this expense.

**8. Motion to approve BOUNCE as a UHS summer program**

*Rationale:* BOUNCE is intended to be a pre-AP summer program for UHS students. BOUNCE would primarily target sophomores-to-be who were identified during freshmen year as students who may struggle with a heavy AP schedule. BOUNCE would focus on developing a range of skills that are the foundation of a successful AP student (e.g. successful writing strategies, approaches to math, etc.). The BOUNCE director would be expected to report to School Council during the year, as outlined in the School Council legislative agenda.

**9. Motion to approve stipends for 2014-15 club sponsors**

Please see attached email from Mr. Packard.

*Rationale:* UHS has been allocated 16 stipends for the 2014-15 school year. UHS administration has recommended a list of sponsors to receive these stipends (see Mr. Packard's email), with the remainder to be covered by undesignated tax credit funds.

## 2014-15 UHS School Council Meeting Schedule

Meetings run from 3:30 - 5:00 pm on the second Tuesday of every month (except November, see below), and are in the UHS Library.

May 13, 2014  
August 12, 2014  
September 9, 2014  
October 14, 2014  
November 18, 2014 (*3<sup>rd</sup> Tuesday of the month to avoid Veteran's Day*)  
December 9, 2014  
January 13, 2015  
February 10, 2015  
March 10, 2015  
April 14, 2015  
May 12, 2015

### 2014-15 UHS School Council Legislative Agenda

- August 12, 2014
  - Review and overview of UHS School Council
  - Review of meeting norms, Robert's Rules, and School Council meeting documents (constitution, bylaws)
  - Administration's "State of the School" report
  - Submission of issues for 2013-14, and referral of issues to sub-committees
- September 9, 2014
  - Reports from BOOST & BOUNCE directors
  - Propose School Council goals for the 2014-15 school year
- October 14, 2014
- November 18, 2014
  - Deadline to add new UHS course offerings for 2015-16
- December 9, 2014
- January 13, 2015
  - Deadline for curriculum issues for 2014-15
  - Approval of BOOST & BOUNCE positions
  - Approval of new/revised course descriptions for 2015-16 school year
- February 10, 2015
- March 10, 2015
  - Deadline for proposed bylaw amendments
  - Formation of the 2015-16 UHS Budget Recommendation Committee
  - Announcement of School Council constituent elections
  - Announcement of Student Placement Review Committee elections
  - Review of extra-duty stipends
  - Review of recruitment of incoming students



- April 14, 2015
  - Deadline to ratify bylaw amendments
  - Approval of the 2015-16 UHS Budget Recommendation Committee
  - Announcement of results of constituent elections to School Council, Student Placement Review Committee
  - Year-end reports due from sub-committees
  - Approve 2015-16 extra-duty stipend budget
  
- May 12, 2015
  - Seating of new members & parliamentary elections of new officers
  - Adoption of 2015-16 School Council meeting schedule
  - Approval of the calendar and legislative agenda for 2015-16
  - Approval of meeting norms
  - Formation of subcommittees
  - Remind faculty and staff of the deadline to select student awards (Croteau, Kemmeries)