McCallum Campus Advisory Council (CAC)
McCallum Library
5600 Sunshine Drive
November 6, 2016

MINUTES

Present: Gabe Reyes, Susan Moffat, Holly Eaton, Ellen Grady-Sessa, Anne Heinen, Claire Mathias, Stephen Burnette, Julie Rigby, Sophia Sherline, Larry Featherstone, Principal Mike Garrison, Rebecca Hall.

1. **Call to order.** Co-chair Gabe Reyes called the CAC meeting to order at 5:30pm.
2. **Minutes Approved.** Minutes of the October CAC meeting were pre-approved by electronic vote and posted to the MacKnightly News and the McCallum website.
3. **Accreditation Visit by AdvancED.** Assistant Principal Sophia Sherline reported that AdvancED, a nonprofit organization hired by AISD to ensure all learners realize their full potential, will send a team of approximately ten interviewers to conduct an onsite visit at McCallum on November 16 as part of an accreditation review. The organization will conduct interviews in the library and parents wishing to participate should email Principal Mike Garrison. Following the interviews, AdvancED will provide a briefing and recommendations to Principal Garrison. AdvancED last reviewed McCallum in 2012. For more information about the organization, please visit http://www.advanc-ed.org/
4. **Student Chromebook Deployment.** Assistant Principal Sophia Sherline reported that all McCallum students who obtain written parental permission will receive a Chromebook laptop computer with carrying case on January 11th. Parents will be alerted to this program via phone calls, emails, the campus website and MacKnightly News. Parents must sign an electronic permission slip, though hard copy permission forms will be available to those without internet access. A parent information session is also being planned at a date to be announced. Each Chromebook comes with a 3-year warranty for accidental damage and is equipped with Computrace, a GPS tracking system that can locate the device if it is lost or stolen. Distribution, including usage and digital citizenship lessons for students, will take place in the morning on January 11th; absent students may pick up their Chromebooks from library at a later date. Chromebooks will allow students to access all assignments, due dates, quiz and test dates and allow them to complete and turn in assignments online using the software program BLEND. The use of Chromebooks should ultimately reduce the number of books, binders and other heavy items students must carry, though students are still welcome to use paper and pencil if that better supports their individual learning styles. McCallum is working with outside partners to provide high speed internet access to students eligible for the federal free and reduced lunch program who do not have internet access at home. Students will also be able to use the internet in the McCallum library before and after school and during lunch periods. Teachers have already begun training on BLEND and Chromebook, with a complete transition expected

by the end of the school year. Other AISD campuses that participated in the pilot stage of the Chromebook program have reported no complaints or concerns.

5. **Campus Improvement Plan (CIP).** Assistant Principal Larry Featherstone led a review of the Professional Development section of McCallum's draft Campus Improvement Plan, which reflects input from district administration and the McCallum faculty. This year's Professional Development will focus on several main areas: training on BLEND software and Chromebooks, as outlined above; training for eCST (Child Study Team) Roster Base Programs, which will allow teachers to monitor and assist students in groups; and suicide prevention training. McCallum will also provide more specialized Professional Development for individual departments during late start days. The current school year includes roughly five days of Professional Development plus seven 2-hour sessions during late start days. ACTION: The McCallum CAC approved the Professional Development section of the CIP by consensus.

6. **Professional Development Plan for January/February.** As discussed at the October CAC meeting, some elementary and middle schools in the McCallum vertical team have expressed interest in adding more Professional Days for the second semester, which could affect McCallum's A/B calendar, as well as students participating in the district's class sharing program with other campuses. After more discussion with vertical team members, Principal Mike Garrison will propose scheduling a Professional Development day on January 3 for McCallum, with an additional Professional Development day for the middle and elementary schools on February 16th. This proposal would add an extra day to the winter break for students, and neither date currently appears on the district calendar. Principal Garrison and parent representatives recognized the need for additional professional development, but expressed concerns about the practice of adding additional days after the district calendar has been set. ACTION: The CAC approved the proposed Professional Development plan for January/February by consensus, with the caveat that in future years all dates should be set before the district calendar is finalized.

7. **Campus Improvement Plan (CIP).** Assistant Principal Larry Featherstone distributed copies of the draft McCallum CIP for review and will email CAC members a power point presentation summarizing key elements. CAC members may submit questions to Mr. Featherstone, with discussion and a vote to approve the CIP scheduled for the December meeting.

8. **Other business.** Due to the winter break, the McCallum CAC will not meet in January.

9. **Adjourn.** There being no further business, the McCallum CAC adjourned its meeting at 6:30pm.

Submitted by
Susan Moffat, CAC Secretary
Approved by electronic vote
November 9, 2017