

# HOPKINTON MIDDLE HIGH SCHOOL

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## Admin Council Agenda

February 9, 2012

3:10 – 4:10 PM

High School Conference Room

Agenda Item	Notes
1. Group Norms	Group Norms: 1. Communicate efficiently and in a timely manner. 2. Begin and end meeting on time. 3. End each meeting with clearly articulated action steps and responsibilities when appropriate. 4. Encourage appropriate humor. 5. Consider open minded input from all. 6. Agree to disagree. 7. Members will disseminate and gather information from staff.
2. Textbook / Program Adoption Process	Admin Council reviewed the process. The time frame is recommended not required. Questions that came up during discussion: How do we correctly pilot a textbook? Typically schools are not given a full classroom set of books. Chris will ask Steve about the purchase of new novels for English Class.
3. Professionalism	Admin Council had a lengthy discussion on this topic. No action was taken, simply a discussion.
4. POS Night	Thursday, March 8 <sup>th</sup> 6:00 – 7:30 PM
5. Mid Year Check-In	SPED Indicator 13 – DOE evaluation in April. SPED will either pass or fail according to state standards.
6. Scheduling	Guidance will be visiting classes during the week of 2/13/12.
7. Honors Courses – Definition / Philosophy	Mark Dickson would like to have a discussion with the Admin Council regarding what makes an Honors Course and honors course. Mark introduced this during the meeting. The discussion was tabled until our next Admin Meeting.
8. Failures	March 15 <sup>th</sup> Competencies Incomplete grades 14 <sup>th</sup> of Feb.
9. Grading Criteria	In Dept. meetings, departments will make a list of criteria that they feel is important for grading. This information will be collected by the administration.
10. Dress Code Update	Chris met with Student Council. Student Council believes that the Dress Code is well written. They would like to see the faculty enforce it.