



Kim M. Bruno, Principal

Laura van Keulen, Assistant Principal Data & Technology

CFI Team Minutes
Meeting #16: 2-4-10

Present: Moore, Alex; Pace, Annie

Materials to Review: minutes from meeting #14, Curricular Calendar, CFI Calendar

I. Response to Faculty Meeting

- It seems that our presentation was well received.
- Teachers went up to Ms. Pace and were having informal conversations with her about SMART Goals and CFI.
- One common sentiment was that all meetings should be like this one.

II. Moving Forward on the *Scholastic Guide*

- We could publish the Scholastic Guide online first, and the studio component could be added during the following semester.
- Teacher Teams may be interested in getting involved with the editing process.
- We should involve students and teachers in the art creation process for the *Guide*.
- Who else will edit the *Guide*?

III. Curricular Calendar and Teacher Expertise Grid

- The Cross-curricular Calendar is an online list of course descriptions and e-mail addresses of educators teaching those classes; this is meant to facilitate cross-curricular collaboration.
- The calendar should be altered to include bullet points with major topics.
- The calendar can be organized by semester.
- The Teacher Expertise Grid is a good idea that should not be abandoned, but it should be on the password-protected part of the site.

IV. Program Office Web Site Resources

- In order to increase awareness of the resources available on the Program Office Web Site, it would be helpful if more useful interactive features were included.
 - Online application for proctoring assignments would be of assistance. This interface has already been fully created and is functional; we may make it active in June.
 - Ms. Lawton mentioned that online submission of grade corrections could also be helpful. The interface would be password-protected and involve fields for the following: OSIS, first name, last name, course, old grade, and new grade. Teachers would be able to enter ten grade changes at a time. These could then either be submitted to a database on the server or immediately emailed to Mr. Moore, Mr. Shale, or Ms. Lawton.
- We could promote the Program Office Web Site at our Open House. It contains the following that may interest parents:
 - back issues of Yellow Sheet

- academic sequencing calendars
- information about our AP program
- a draft of *The Scholastic Guide*
- minutes, agendas, and resources from the CFI Team
- helpful links