

BCTL Meeting March 13, 2012

Leadership Conference Room 3:05-4:00

Attendance: D. McCalla, S. Harper, D. Getto, N. Lindeman, K. Baker, J. Clemenzi, D. Farison, S. Foster, M. Guagliardo-Day, D. Holmes, J. Houlihan, D. Scialdo, L. Williams-Clark, B. Pape (recorder)

February Minutes: Approved

Nicole Lindeman was introduced as a newly appointed Transformation Officer, with responsibilities under the SIG Grant that include school redesign of AHS and HMS.

1. **Discussion of BCTL duties:** Facilitated by S. Harper

Mr. Harper led the team through an exercise of "Gap Analysis." He wanted all team leaders to be heard by describing what they are currently doing as duties. Second, he wanted the current teacher contract job description of BCTL identified in order to identify the gaps. Below is the transcript of BCTL members .

2.

D. Farison and D. Getto distributed job descriptions, MOA's, and pay scales for team leader positions. Documents were dated from 2000 through 2003. The goal was to find common areas among the various curricula. Team leaders briefly described their duties as follows:

Business: D. Scialdo holds monthly meetings with the five members of her department and acts as an advocate for teacher's curricular, scheduling, and professional needs.

Math: D. Farison disseminates information and acts as a liaison between teachers and the supervisor. The supervisor conducts monthly meetings,

English: J. Houlihan indicated that she has a role similar to D. Farison, but that she spends a great deal of time analyzing data and test results.

Art: S. Foster meets with Art teachers during the school day. Curricular needs and ordering supplies take up much of her time. The relationship between BCTL and Chairperson is not clear. The Art and Music departments do not have a supervisor.

Science: J. Clemenzi orders supplies and maintains an inventory for the department. He analyzes data for the supervisor.

Foreign Language/ELA: M. Guagliardo-Day compiles and analyzes data for both departments. The supervisor conducts meetings. A great deal of time is spent planning for the needs of ESL students relative to the Regents exams in January and June.

Special Ed: D. Holmes conducts monthly meetings, annual IEP reviews, and meets regularly with teachers relative to state and federal requirements. Much time is devoted to planning for and administering Regents and RCT exams.

Family and Consumer Sciences: L. Williams-Clark handles health and certification issues, administers the needs of the Perkins Grant, and deals with training and textbook issues.

Guidance: K. Baker works as a liaison between the counselors, the supervisor, and administrators. She keeps track of scheduled duties and ensures that they are done in advance of deadlines.

* Added 4/17/2012: The Guidance BCTL also collects department data and disseminates it monthly to building and district administrators.

Social Studies: B. Pape indicated that the BCTL job evolved as a result of the abolition of the department supervisor position. The chairperson position is vacant. Meetings are conducted, textbooks and supplies are ordered, Interval and Regents exams are planned and administered, scoring of exams is managed, data collected and analyzed, curriculum is written and mapped, webinar and training notices are distributed, Like other departments, the BCTL is a liaison between teachers and administrators.

3. **S. Harper asked for members to recommend possible revisions to the BCTL job description.**

J. Houlihan indicated that her duties routinely go beyond the scope of “curriculum”. She also noted that team leaders are limited to a stipend of \$1,200, and additional compensation for curriculum work at \$30 per hour, up to \$1,800 per year. The current curriculum compensation rate for teachers is \$37.50. Additional training and compensation were suggested. N. Lindeman indicated that software for item analysis could be provided, and has been used by some supervisors.

*Added 4/17/2012: Some BCTL positions receive a \$600 annual stipend (Art and Music), while others do not currently receive a stipend (FACS). The Special Education team leader is not being paid a stipend through the team leader budget.

D. Farison indicated that the departments that do not have a curriculum supervisor are most in need of attention.

B. Pape noted that BCTL duties have been allowed to evolve beyond the contractual descriptions that are over ten years old, but compensation has remained at antiquated levels. The team leader position is therefore viewed among teachers as undesirable. It was also noted that any agreement concerning team leaders will be subject to collective bargaining by APSTA, and possibly APSAA.

J. Clemenzi noted that he spends well over 120 hours per year managing the supply needs of the science department. He also suggested that no one in the science department has expressed an interest in his job.

J. Houlihan mentioned that team leaders serve for two-year terms, and job postings have not occurred since Maxine Fantroy-Ford was AHS principal. Dr. McCalla said that team leader positions were posted at the beginning of this school year.

S. Foster said that she also spends in excess of 120 hours per year on art department supplies. She noted that any changes to team leader duties and/or compensation would need to be collectively bargained. Changes to the district’s management structure due to state/federal requirements are fluid and unknown at this time.

L. Williams-Clark also spends a great deal of time on supplies and data analysis.

S. Harper asked that additional time be allotted to discussion of BCTL job description

4. Common BCTL duties and perceptions across the various departments were mentioned:

- a. Liaison between teachers and administrators
- b. Conduct or attend department meetings
- c. Collect and disseminate information
- d. Plan for interval assessments and/or Regents exams
- e. Compensation is not commensurate with responsibilities
- f. Additional discussion is needed

5. Writing across Curriculums was not addressed.

6. Third quarter testing needs were briefly mentioned. The science exams will be given on March 21. Math and Social Studies have not yet set an exam date. The English department does not give quarterly assessments.

7. New Business

- a. S. Harper asked if members support Regents review sessions beginning on April 16. Most supported the date. There was no dissent. S. Harper will plan to recruit teachers and promote the program. M. Guagliardo-Day asked if foreign language review will be included. Consensus was reached in support of this. J. Houlihan suggested rewarding students who attend review sessions. L. Williams-Clark noted that the Abrookin culinary program may offer support for review sessions.
- b. J. Houlihan noted that L. Moultrie is coordinating the ELOP program for students with more than 15 absences. The program meets after school in room 209, Mondays through Thursdays. The Saturday Academy (credit recovery) is offered for students with less than 15 absences. Students meet from 9 AM through noon.

8. Meeting adjourned.