

Site Base Team Meeting Minutes

September 27th, 2017

Present:

De Abreu, Rollins, Ferguson, Kannaly, Hall, Lodge, Houser, Stewart, Bellamy

NC Star should enhance what we do, not be all that we do. Ms. Houser will make sure we meet the criteria with NC Star. All meeting minutes will be posted to NC Star as well.

Time in Middle School Schedule to Work As A Team

Ferguson proposes that we meet twice a month. The length of the meeting depends on what we are doing. Meetings will be less of him talking and us dividing into groups and doing the work. Everyone agreed on Wednesdays and agreed to stay past five if necessary.

Work of Site Base Team

- Defines a School Mission
- Frames the School's Goals
- Communicated the School Goals
- Manages the instructional Program
- Coordinates the Curriculum
- Supervises and Evaluates Instruction
- Monitors Student Progress
- Develops a Positive School Learning Climate
- Protects instructional time
- Provides incentives for teachers
- Provides incentives for Learning
- Promotes Professional Development
- Maintains High Visibility

Philosophy for Change: (Ferguson)

You start with leaders. Everyone in the organization has a role as leader. We must have enthusiasm, energy, and hope around the following: relationship building, understanding change, moral purpose, coherence making, knowledge and creation sharing. We get all our members to make a commitment to the change. The result will be that more good things happen and fewer bad things happen.

Ferguson will send a video that talks about the difference between teams and groups. We will also talk about collective commitment and we will debate and discuss when necessary. We need to make each other better and not be afraid to speak out. We are helping each other be the best.

Goal Setting:

Hall and Ferguson have been working hard on setting goals and hope to have goal setting meetings with teachers next week. These meetings will be very data driven.

Work Teams: (Tasks to Complete)

- Mission Work (Take all statements and boil down to one that really explains why we exist)
- Committees
- Clubs
- Teacher Working Condition Survey (2 areas we did well on, and 2 areas we need to improve) We need to gather ideas as to how we can keep the good things going and make improvements.

Site Base Meetings and Times (Ferguson)

Reporting SBT items (Bost will email to team and post to web site)

Parent Reps (Ferguson has invited 27 parents who came to Meet the Principal night. There may be different parent reps at each meeting.)

School Improvement Planning and Data Work (This is not the year we have to rewrite the plan but we do need to revisit the current plan and make necessary changes.)

Email grade level concerns to Mrs. Bost and she will share with Mr. Ferguson. Ms. Bost will create a google form where site base members can share these topics. He will solve the issues immediately or we will decide to post on the agenda to discuss at site base.

Teacher Working Conditions Survey Notes:**Areas We Did Well**

1. Row 37; I feel safe at my school. 94.3%
2. Row 31; The majority of my students are respectful. 87.2%

Areas of Improvement

1. Row 68; Feedback from office referrals is given in a timely fashion. 53.2%
2. Row 43; Morale is high at my school. 50.6%

**These notes will be taken to grade level colleagues for discussion on how we can keep momentum going on the positive items and strategies for improvement on the areas that need improvement. **

Mission Statement:

We brainstormed and reviewed mission statements from staff. Site Base Team members were instructed to come up with wording for mission statement. We will meet again on Friday at 7:45 to review.

