**Site Base Team Meeting**

May 28, 2014

Present: Stewart, Acker, Todd, Sawyer, Coffey, Kerr, Harvey, Dill, Weste, Lenis, Foster

**Welcome and Approval of Minutes**

Dr. Harvey opened the meeting. Dr. Harvey introduced Kimberly Comer, parent from Sun Valley Middle. Daughter will be in 7th grade next year. Tracie Newey is 5th grade parent, and will be 6th grade parent next year.

**New Member Inductions:**

Sawyer made a motion to accept the parent nominations. Kerr seconded the motion. The motion was unanimously approved for both parents to be on our team.

**Terms of Service for Parents/Teachers:**

How long do we want teachers/staff members to serve? How long do we want parents to serve?

It was suggested that parent membership be for the duration of their child’s tenure at Monroe Middle School.

Teacher Membership: Dr. Harvey stated that the most important task of the team is the school improvement plan: The school improvement plan is a 2 year plan. Harvey feels that two school years is a good length of time for staff members to serve. We will write a new school improvement plan in the fall of 2014.

All approved these terms of service for parents and teachers.

**Review of By Laws**

Dr. Harvey stated that the most important function is to develop and improve the school improvement plan. Dr. Harvey discussed the by-laws document.

**Schedule Discussion**

The three minute transition schedule has been approved.

8th Grade: It was proposed that the second block teacher take the kids to lunch and come back and have second block class. (As opposed to having the elective teachers take the kids to lunch and take the kids outside)

Dill brought up that some seventh grade teachers are concerned about the split lunch schedule.

At the end of fourth period at 12:17 8th grade students will report to their 5th period teacher. 5th period teachers will take 8th grade students to lunch and outside time.

**Student Handbook**

Dr. Harvey stated that the student handbook has to go to printer on June 12th. Be responsible, be respectful, and be prepared. We looked at Expectations Matrix on page 4. Amy Kerr said that students could transfer their signatures from other schools. We will make no changes to start time and expectations with arrival. Students who abuse the roaming privilege will receive structured transitions. On B under student preparedness, change 5 minutes to 3 minutes.

Cost of Meals has gone up: Stewart will get prices from Dumas

Sick Students:

Get rid of A. MMS does have a full time nurse. Students who have a fever, vomiting, pink eye should remain at home.

Dr. Harvey said that we will talk about the grading policy at the beginning of the year.

Change report card dates. Include a statement that says subject to change due to inclement weather.

Under number 13, add items cannot be left in classrooms overnight. All items will be turned into lost and found at the end of every school day. Include time frame. At the end of every six weeks, items will leave the school.

Put more trash cans out and reward positive behavior. Food is only consumed in cafeteria on in a classroom while being monitored by an adult.

Take number 25 out.

Dress Code:

Kerr asked to add that ripped denim and tears above the knees in denim are not permitted. Each grade has collared shirt, no crew necks. Spirit wear should be on Fridays only. Some wanted to add black bottom wear. Dr. Harvey said that we have done it before and it did not work. Weste brought up that a lot of girls are wearing khaki jeggings that are very inappropriate. Dr. Harvey said that if there is an issue that is not being enforced, it needs to come to his attention. If there is a concern, go to hallway administrator and second they should come to him.

Take out shirts may not be worn around the waist or neck.

Take tardy sweeps out.

Add policy about leaving class without permission. Add to unauthorized area. (Number 8) Students who leave class are in unauthorized area and will receive consequences appropriate to such violation.

Add the chrome book policy.

Everyone was in favor of student handbook changes.

**Open Forum**

Need to approve two optional workdays and make them required. The team selected August 18th and August 19th.

The meeting dismissed at 5:40.