

FHHS Site-based Management Team  
Meeting #1, 2012-13  
Aug. 16, 2012, 3:00 pm  
New Gym Classroom

The following people were present for the meeting.

Kelly Norris-Blakney	Ricky Williams	Adrien Porter
Michelle Ballard	Michael Hastings	Karen Casacalenda
Sandra Lee	Chad Whitley	Kathy Deese
Cathy Stewart	Tracy Medlin	Melissa Howell
Matt Sides (for Kevin Helms)	Donna Helms	Kevin Plue
Christy Burris	Patricia Perkoski	Caryn Helms
Daniel Joyner	Kimberly Rivers	Tracy Strickland

### **Call to Order**

Dr. Plue called the meeting to order at 3:00 pm.

### **Approval of Minutes**

Ms. Howell was unable to present the minutes from the May meeting because she was unable to access the H drive where they are held. They will be presented for approval by email when the drive is recovered.

### **Officer Elections (Actionable)**

Mrs. Norris-Blakney accepted her nomination for SBMT Chair, and Ms. Howell did so for Clerk. Both ran unopposed and were elected to these offices.

### **Team Training (Information)**

Dr. Plue spent time going over the SBMT Guidelines with the team. Dr. Plue especially stressed the responsibility of each member to inform, gather input from, and communicate with the constituent group he or she represents. He also wanted everyone to understand that the meetings are open to the public and that minutes are part of the public record. (A .pdf of the guidelines is attached.)

### **5<sup>th</sup> Day I/R (Actionable)**

Mrs. Perkoski presented the idea of using the 5<sup>th</sup> day I/R period as a homeroom/advisement period. This period, when it occurs, would be a time to take care of some business, but would also be a time for teachers to get to know their students so they could advise them and positively impact them. If the teacher keeps the same homeroom students until they graduate, there would be great opportunity for advisement in many areas. The three weeks before progress reports can also be used for homeroom, allowing time for all teachers to fully explain the student handbook, for each class to hold its class meeting, for teachers to distribute and collect paperwork. Expectations for the homeroom period (both in the beginning weeks of school and when used for 5<sup>th</sup> day I/R) include structure and consistency, with plans to be communicated to teachers for the days that they will meet in homeroom. The discussion raised some questions from parents regarding the way I/R is regularly run/supervised. Dr. Plue, Mrs. Perkoski, and Mr. Porter informed parents of the supervision of all students during I/R and shared information about plans to implement multiple activities for the I/R period including club meetings for both established and newly forming organizations. (More will be coming on this effort.) It was moved that 5<sup>th</sup> day I/R and the I/R time before progress reports be used for homeroom and that a subcommittee be formed to implement activities for I/R after progress reports go out. This was unanimously approved.

## **Cluster Forum (Information)**

On Tues., Nov. 27 at 6 pm in our auditorium, the Cluster Forum for schools in the Forest Hills cluster will be held. Dr. Ellis, UCPS superintendent, will speak with a group made up of representatives from each of the schools in our area. This year, the entire SBMT from each school in the cluster is expected to be there. This is a change from forums in the past where only a small number of representatives were invited for each school.

## **Hall Pass System (Actionable)**

Mr. Porter reported the problem of students straying from their assigned areas when out on passes. Many students will go to the furthest restroom away to wander or spend more time out of class. He suggested that students going to the restroom carry a colored clipboard with a sign-out sheet on it rather than an individual small piece of paper that they may put into pockets. Each color would match a bathroom on a certain hallway. The color would indicate to teachers, administrators, and security associates at a glance if a student was in his or her assigned area, and the clipboard would also ensure that only one student was out for the bathroom at a time.

There would still be general passes for students going from one teacher's class to another or from class to the media center, for example. Students will still receive only two bathroom passes per class per six weeks.

Some team members were concerned about cleanliness if students were to take clipboards to the bathrooms and then bring them back to class, though Mr. Porter said that there would be holders for the clipboards on the walls outside the bathrooms. After some discussion, it was finally moved that we use the color system, but use colored paper passes that can be disposed of after one use. This was approved nineteen to one.

## **School Improvement Plan Update (Actionable)**

Dr. Plue presented the school improvement plan after putting it into context with an explanation of some of the changes in terminology as well as its role as a public reminder of our school's priorities.

First, AYP (adequate yearly progress) has been replaced with AMO (annual measurable objective). The difference is that under AYP, every subgroup was expected to perform exactly the same, while AMO's are targets that can be different for different subgroups. Subgroups can be considered independently and goals set to reflect measurable progress without expecting every group to reach the same mark at the same time.

Dr. Plue pointed out the main goals in our school improvement plan are improved school safety and student conduct (evidenced by decreased discipline referrals and decreased drop-outs), improved student performance (evidenced by measures of student learning), and improved morale (evidenced by the results of the annual survey). He noted that the strategies that we would use to reach these goals were the same as in the previous version of the plan approved at the last meeting of last school year.

The motion to accept the plan carried unanimously. Dr. Plue noted that the staff would vote on it next. He also noted that because of the introduction of MSL's into all courses, there will be no more exam exemptions. (A draft of the SIP is attached.)

## **Adjournment**

The meeting was adjourned at about 4:15 pm. The next meeting is Sept. 12, 2012 at 4:00 pm in the Media Center.