

FHHS Site-based Management Team
 Meeting #4, 2011-12
 Nov. 9, 2011, 4:00 pm
 FHHS Media Center

Position	Name	Attendance
English	Glenn Shelton	Present
Math	Joyce Merriman	Present
Science	Brenda Williams	
Social Studies	Bryan Rudolph	Present
CTE	Mario Donato	
Other Special Area	Michelle Ballard	Larue Marone filled in
EC	Karen Casacalenda	Present
Student Support Services	Melissa Howell (Clerk)	Present
Classified Employees	Crystal Bunn	
At-Large	Kim McKinney	Present
At-Large	Patricia Perkoski (Chair)	Present
Student	Lauren Bunn	Present
Parent	Tracy Medlin	Present
Parent	Sandra Davis	
Parent	Susan Griffin	
Parent	Cathy Stewart	Present
Parent	Debbie High	
Parent	Ann Gogatz	Present
Parent	Wendy Vest	Present
Parent	Donna Helms	Present
Parent	Connie Harrell	
Assistant Principal	Jonathan Tyson	Present
Principal	Kevin Plue	Present

Call to Order

Mrs. Perkoski called the meeting to order at 4:00 pm.

Item 1: Approve Minutes from October

The minutes from the October meeting (now available on the school website) were unanimously approved.

Item 2: Tardy Passes to Class (information)

Teachers and administrators are concerned that sending students to ISS get tardy passes takes up time. We don't want students to miss any more class than they have to. What can we do to make it more efficient?

Possibly teachers could keep up with tardies on a spreadsheet type form, students would have tardy students sign in, turn in sheets daily, Mrs. Smith enters them in the tardy database, same punishments apply.

With concern that some teachers will not keep up with tardies, Mrs. Perkoski suggested having tardy pass "stations" throughout school instead of all students having to go to ISS. Teachers nearby who have planning could man them. The benefit of going to stations is that we can begin it immediately.

Mrs. Merriman asked about teachers simply keeping tardies on their attendance since they already are (or should be) and Mr. Smith (Data Manager) could run a report daily. It would save office supplies and copies as

well as the time lost by students waiting at ISS for a pass. Dr. Plue will talk to Mr. Smith about Mrs. Smith's (ISS) ability to access period by period attendance and tardies for report purposes.

Mr. Rudolph asked how tardies compare to years past. Dr. Plue said that he's being told the tardy situation is better. Chronic repeaters are a problem, including student drivers who are late to first period often. Overall, the majority of students are getting to class on time. The question was raised as to whether lunch detention is a deterrent to students. Student representative feels that it is. Are there other more effective deterrents?

A parent's concerns included whether the students are made aware of the time during class changes. Dr. Plue explained that there is a first bell, a sprint bell (which indicates that there is one minute remaining before the tardy bell), and the tardy bell itself. There are also teachers in the hallway. A parent asked when students have time to speak with teachers, etc. Dr. Plue explained that if a student needs to stay after class to talk with a teacher, the teacher can write the student a pass. A student should not have to use a tardy for this.

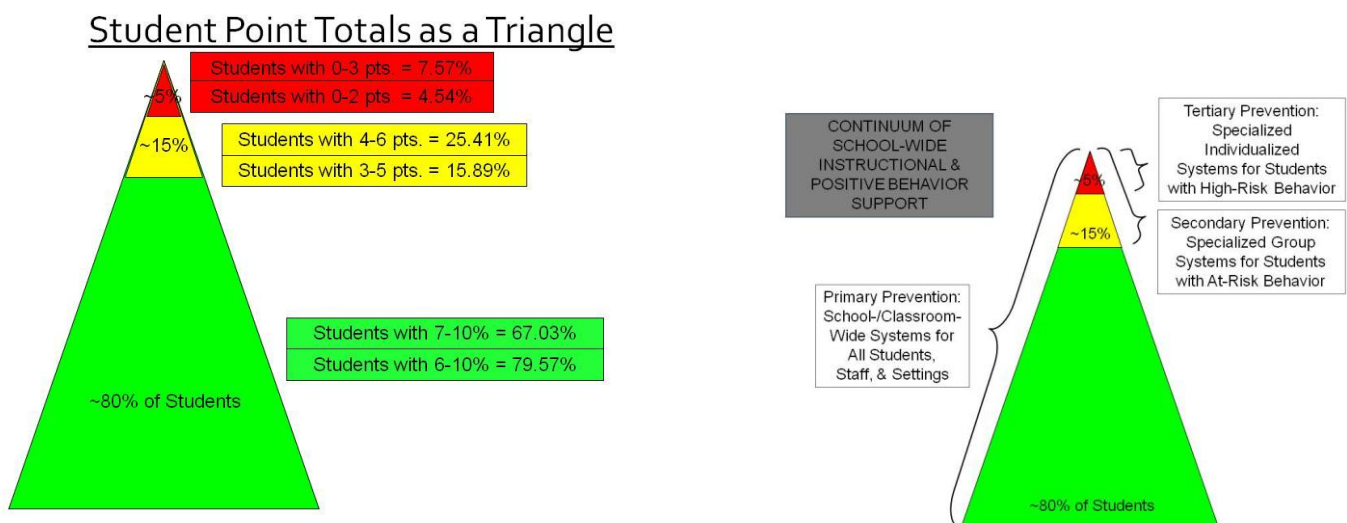
The suggestion at this time concerning tardies is to try to take care of the record-keeping in the classroom so that students will miss less class time.

Item 3: Student Incentives Update (actionable)

With the 1st 6-weeks points totals calculated, the Student Incentive Program will roll out on Mon., Nov. 14. Students will get their cards in the cafeteria during their lunches. Posters will explain how point totals are determined and how students can spend points. Dr. Plue will also explain the program on the morning announcements. During the bank day, teachers will brainstorm how points can be spent in their classrooms.

The spreadsheet of points also becomes an intervention list. Students with 0 points are obviously having great difficulty in school and need some help.

Dr. Plue showed the breakdown of student point totals as a triangle. The percentages written inside the triangle indicate the goal, no more than 5% in the red, 15% in the yellow, and at least 80% in the green (as in the second triangle below). There is plenty of room for improvement.



The areas where students lost the most points are in attendance and grades.

310 students are failing at least one class, and 324 have at least 3 absences in a single class, so if these categories are isolated, our school would not look like the triangle. These are areas of concern.

There was a suggestion from a parent that the triangle showing the students in each points range (shown above) be displayed and publicized as both a motivator to students and to show the public how FHHS as a school has far more students achieving points than not.

Dr. Plue stated that the process of determining points and creating cards will be easier and quicker each time, and students will begin to work toward more points as they see the rewards in place.

Support for the Student Incentive Program was unanimous.

Item 4: SBMT Communications (information)

Site-base reps must communicate information back to constituents. They should send an email or talk with groups they represent.

Item 5: Budget Update (information)

There was an update on the special projects income (from \$38,095 to \$42,003). The difference was added to technology line-item (taking it from \$45,325 to \$49,233). The goal is to acquire teacher laptops, document cameras, and carts, and to focus on updating technology continually by having a planned replenish cycle.

This slight change to the budget was unanimously approved.

Item 6: Spending Deadlines (information)

Departments have a Jan. 31, 2012 spending deadline for their budgeted amount. Unspent money reverts back, and as discussed, will be spent on technology. Needs that arise after Jan. 31 will be addressed and met, but may be from other sources.

Added item: I/E (I/R) Bell schedule

To allow for more seat time once the new schedule for the Intervention/Remediation period is implemented, there will be only three minutes between the lunches instead of the five minutes of a full class change.

The question was raised of what will be done on the Friday with the I/R period. To begin, it will be a study hall, and will rotate (1, 2, 3, 4). This may be revisited later.

Adjournment

The meeting was adjourned at 4:40.

The next meeting is Dec. 14 at 4:00 pm in the Media Center.