

CLT Meeting Tuesday March 18, 2008

The following members were in attendance: Sam Basden, Shelia Horne, Sandra Fugate, Jessica Garner, Kristin Mattison, Mary Robinson, Dan Korn, Steve Jackson, Jeff Sauser, Nancy Addison, Tom Wheeler, Donna Wilber, David School, and Renea Steeb

Administrative Update

Budget Planning – CLT discussed the 08 – 09 budget. Two proposals were made:

1. Each department getting a certain amount as we have done in the past.
2. Each department getting an amount based on their needs for the school year, then each department submitting an application for a “mini grant” if they have additional or special needs. This would allow some departments to get more money than others, but it would also allow the school to look at the particular needs and wants of each department. An example could be a desire to upgrade technology in a certain subject area. That department would write a proposal for a “mini grant”. All grants would be reviewed and CLT would take part in the decision making to decide which departments would get extra money which year. This would keep departments from “trying to come up with ways to spend money” when they really do not have any major needs in a particular year.

**** All CLT members were ask to please think about guidelines for determining which grants would and would not be approved before our next meeting. ****

Staff development – Mr. Basden made the group aware of plans for Porter Ridge to offer staff development during the 08 – 09 school year. Porter Ridge High will be offering staff development on site in a variety of areas involving technology where teachers can get at least 1 CEU (renewal credit) next year (08 – 09).

Workdays - Mr. Badsen (as all principals in Union County) was asked by the central office to decide on his two additional “required” workdays for the 08 – 09 school year. He brought this before CLT and it was decided that the optional days Aug 18 and Aug 19 will now be required for employees of Porter Ridge High School.

Correlate Update

CLT reviewed the work submitted by the four correlates, Priority 1, Priority 2, Priority 4, and Priority 5. (Priority 3 is currently working on scheduling and will have something for CLT in April.) The information that was submitted by each correlate is found below. **The items underlined are the recommended changes/additions made by CLT.** I (Shelia Horne) will be meeting with the chair of each correlate who in turn will be meeting with their group or with the chairs of each of the subcommittees. I will be going over the suggestions made by CLT and discussing the information they need to report to me before JUNE 6th that will allow us to “measure” the goals they have created and see if we are meeting those goals.

**** All CLT members were ask to please think about any additional suggestions/changes to the goals and strategies listed below before our next meeting. ****

Our next meeting is Tuesday April 29, 2008 at 6:30 pm in the media center.

Priority 1 High Student Achievement

All students will acquire the knowledge, skills and attitudes necessary to be responsible, contributing citizens.

Goal 1 – PRHS will have 80% of students achieving a level 3 or 4 on all End-of-Course Tests, all Vocational Tests, and on the 10th grade Writing Test. We will achieve High Growth on the ABC accountability model.

Strategies:

- ❖ Benchmark testing will be used to identify areas of student weakness. The data teachers receive from the test will be used to do needs based remediation and teachers will use school island when appropriate.
- ❖ Writing across the curriculum will be required of every teacher in every subject area at least once a month. The writing will be scored with a rubric.
- ❖ IEP/504 students will be monitored at least monthly by case worker.
- ❖ There will be a positive change in the high expectations portion of the student survey.

Goal 2 – PRHS will have 90% of seniors beginning with the class of 2010 pass all components of the Exit Project the first time

Strategies:

- ❖ Writing across the curriculum will be required of every teacher in every subject area at least once a month. The writing will be scored with a rubric.
- ❖ IEP/504 students will be monitored at least monthly by case worker.
- ❖ There will be communication between the site-based committee and the exit project committee about responsibilities to prevent a duplication of efforts.
- ❖ All departments will be responsible for handling documentation associated with the exit project
- ❖ There will be extensive communication between staff and students about the requirements and deadlines associated with the exit project.

Goal 3 – PRHS will have a rate of 10% above the national average of students that score at least a 3 on their AP exams. In addition, PRHS will increase the number of students taking AP courses by 3% each year.

Strategies:

- ❖ Students will be identified for AP courses by their sophomore year using the PSAT, AP Potential, and by teacher recommendations.
- ❖ PRHS Staff will explore creative scheduling options to allow for more AP courses to be offered.
- ❖ PRHS Staff will explore the pre-AP curriculum.
- ❖ PRHS Staff will educate parents of rising 9th graders about AP classes.
- ❖ AP teachers will use practice AP tests to ensure students are ready for their AP exams.

Priority 2: Healthy Students in Safe, Orderly, and Caring Schools

All Schools will create safe, orderly, caring and healthy, interactive and collaborative learning environments.

Campus Beautification/Energy Patrol

Goal-Porter Ridge High School will commit itself to a 10% decrease in energy usage/50% cleaner campus.

Strategies:

1. Use Saturday School students for general campus cleanup, planting of bushes, laying mulch, etc.
2. Once per month do a survey to see the number of rooms "abandoned" by the room's occupants without turning off lights, TV, VCR, etc.
3. Support an AG Dept. Arbor Day project.
4. Report to the Faculty at the monthly faculty meeting regarding needs, surveys (teacher, student, parent) % of increase in positive response, implementation of plans.
5. Electric bills

Crisis Management/Evaluation of Emergency Plans

Goal- Porter Ridge High School will commit itself to having a workable safety plan in place by June 2008, with Fall 2008 goal of qualifying for Safe Schools Certification.

Strategies:

1. Compile a master list of people and locations with radios.
2. Create a master list of specific assignments in the event of an emergency, and assign specific people with radios to handle those specified assignments.
3. Ensure the up-to-date readiness of the Critical Response Team (CRT) kit by updating the rosters of both student and faculty on a semester basis.
4. Compile the three years data necessary via D-Track, administration, referral reports, etc. by September, 2008 to apply/qualify for the Safe Schools Certification.

Campus Security

Goal-Porter Ridge will commit itself to putting plans into place to help improve the campus safety and security of both students and staff.

Strategies:

1. Implement a program of instruction through the Freshman Focus program that will stress positive choices to be made by our student clientele and disseminate information through that instruction process to assist in achievement of that purpose.
2. Establish an ad-hoc mediation committee through the school Guidance Department to deal with student disagreements and grievances.
3. Track the data utilizing D-track & SIMS regarding referrals by class/program (Freshman, Sophomore, Junior, Senior, EC) so as to track patterns of behavior by program. (For example-Let's say 40% of all referrals are freshman. How many are repeat offenders, types of offenses, are they a "true" freshman, are they EC? Then use that data to establish a model to determine discipline processes, procedures, instruction, etc.)

Priority 4: Strong Family, Business, and Community Support

All students will have opportunities for meaningful involvement in society through strong, cooperative, supportive family, business and community partnerships.

Goal 1: Communication between school, home and community

Strategies

1. semi annual newsletter
2. monthly email distribution of upcoming events (invites out with report cards), hardcopy available in front office
3. admin continue announcements for faculty on weekly basis
4. connected
5. scrolling announcements
6. website with web counters on any/all web pages

Goal 2: Develop a uniform and comprehensible policy for service learning

Strategies

1. sub committee to meet with G. Robinson to revamp current policy
2. communicate the new policy to students, staff and parents
3. a committee/person to monitor student progress and hold them accountable

Goal 3: Improve Morale among staff and new faculty

Strategies

1. continue and strengthen new teacher (to building) support, goodies, resources, continue the use of the new teacher notebook
2. continue and strengthen whole staff celebrations and events by 20%
3. survey the staff regarding interests

Priority 5: Effective and Efficient Operations

All students, staff and external stakeholders will benefit from effective and efficient operations based on identified core/support work processes.

Goal 1 – Develop and implement an on-site staff development plan with at least 50% participation/implementation to assist teachers in integrating 21st century learning in their curriculum

- Objectives:
 - Conduct a needs assessment survey to determine the interests and needs of the faculty
 - Develop a series of on-site staff development workshops where teachers may earn CEUs

Goal 2 – Develop a school-wide technology purchasing and implementation plan to make 90% of our classrooms 21st century learning ready by 2011

- Objectives
 - Conduct an inventory to determine what technology is already present in the school
 - Conduct a needs assessment survey to determine what equipment and/or technological resources would benefit our teachers and students
 - Develop short and long term goals for purchasing and a timeline for implementation
 - Develop a yearly and three-year budget for purchasing

Goal 3 – Improve the effectiveness of our school's attendance recovery program to the extent that 80% of qualified students complete the program and receive credit for the courses that they were in danger of failing because of attendance

- Objectives
 - Collect data on the number of students who are eligible to participate
 - Collect data on the rate of participation of those eligible students and determine if they received credit
 - Collect information on the school resources used to implement the recovery program/use of school island for recovery students
 - Modify the existing program if the data shows that the attendance recovery program is not working effectively

Goal 4 – New bell schedule to accommodate the new county school start time for next year

- Objective
 - Normal day schedule
 - Morning Homeroom/Assembly
 - Afternoon Homeroom/Assembly
 - Exam schedule
 - One hour delay
 - Two hour delay

Priority 6: Equity *All above Priorities must incorporate Priority 6 into their goals. *

All students regardless of geographical location within the county, socioeconomic status, race, religion, gender, etc., shall have equitable opportunity to learn and fulfill their potential form accomplishment and citizenship.

This priority is incorporated into:

Core values; Organizational Responsibility and Citizenship; Fairness and Equity (Priority 1 – student achievement; Priority 2 – respect by students, parents, and staff, bullying by students, belonging to the community by students; Priority 3 – staff retention; Priority 4 – satisfaction with educational experiences by students; Priority 5 – school facilities profile)