

## CLT Meeting Minutes – October 30, 2007

### Introduction/Welcome

Ms. Renea Steeb – volunteered to be the parent CLT representative for the 9<sup>th</sup> grade class.

- Discussion included Ms. Steeb's involvement in academic boosters as well as the running of the student store at the middle school.
- Motion was made by Regina Montenaro to accept her as the representative.
- Second by Mary Robinson.
- Passed by unanimous vote of the board.

### State of School

Athletics –

- Soccer team conference champs with 1<sup>st</sup> round playoff game occurring tonight at home.
- Volleyball co-conference champs. Made it to second round of the playoffs.
- Golf – Student who appears to have won the state championship by 11 strokes, just waiting on official results.
- Wrestling – Weigh ins occurred last week.
- Football – Last home game was last week with senior night that went well. Last regular season game this Friday night
- Basketball – Tryouts are currently taking place.
- Cross Country – Several students went to the regional meet to end their season.
- We are making our transition from fall sports to winter.

Arts/Band –

- Band - Saturday, October 23, 2007, PRHS hosted 12 area high schools for a band competition that was very successful and ran very smoothly.
- Fine arts - held one act plays last Friday night as a practice for their upcoming competition Friday, November 2, 2007 at CATA.

Academics –

- Report cards went out about a week ago followed by benchmark testing. Ms. Mattison is currently collecting all of the data from the benchmarks in order to present them to Mr. Basden.
- Homeroom will be held Thursday, November 1, 2007, in order to give students yearbook information as well as complete a survey. Immediately following homeroom, there will be an assembly for 12<sup>th</sup> grade students in order to give them information regarding graduation such as caps and gowns, announcements, etc... The actual ordering of these items will occur during the week of November 5-9, 2007.
- We have added three new staff members and have recommended one more to the school board. These members are for the CTE and EC departments.
- A speaker was arranged through the freshman focus classes regarding tobacco prevention. He was a very good speaker and the assembly went very well.

### Site Base/CLT

- According to state guidelines, every member of Site Base, staff, administration, and parents, must have their contact information published in the event a community member wants to contact them. There will be a website established for our CLT team that will include our

email addresses. Dr. Ellis has approved the use of email addresses rather than telephone numbers at the moment. If that changes, we will be notified.

- Media and Technology Correlate – Conversations have occurred between Ms. Mary Robinson and Ms. April Dawkins as to potential members of this correlate. One member of each department will need to sit on this correlate. MTAT (a media and technology advisory team) has to be established at the school in order to discuss how to spend media and technology monies, to discuss books when they are challenged, etc... Our MTAT will be absorbed into our media and technology correlate. Mr. David Scholl and Ms. Kristin Mattison have currently volunteered to sit on this correlate. At the next department chair meeting, November 7, 2007, department chairs should take the names of department members who would like to be on this committee.
- 6 rolling carts that will contain a LCD projector, a lap top computer, and speakers have been purchased and should be arriving within the month. One cart will be placed on each wing of the building for teachers to access.
- New DVDs have been purchased for our media library and should be arriving soon.
- Correlates – Which ones will be established and who will sit on these committees will be addressed in December.

### **School Improvement Plan**

- We are currently using the school improvement plan that was established when the school first opened in August 2005.
- A statement to endorse the plan was drafted by Mr. Basden. He along with the CLT chair, Ms. Shelia Horne, will sign the endorsement.
- The plan will be revisited in spring/summer 2008 and modified where necessary.
- A question was raised about what would happen if the goals, specifically those listed under high student performance, were not met at the end of this year. The response was that we would use the data that we gather to adjust the goals in the plan when it is revisited at the end of the school year.
- Emphasis was placed on making sure to incorporate and focus on the area of growth for our students rather than on the % competence because if the growth goal is met then the % competence will fall in place. In addition, the state looks more to the area of growth when identifying schools of excellence.
- A SACS team will visit the county. Within the county, they will visit 4 elementary schools, 4 middle schools, and 4 high schools. Our school will not be one of those schools visited but PRMS will be. The high schools they will visit are MHS, SVHS, PHS, and MRHS. Remember, SACS is now being done county wide on a 5 year cycle rather than by each school on a 3 year cycle which is why only a few of the schools are being visit. A team will come back in 5 years and we may be a school they visit at that time.

### **Operations**

- Assembly suggestions – Brainstorming that occurred:
  - Email all faculty members with any revised schedules for the day. The last assembly day we had, information was given to us at the faculty meeting that occurred the day before the assembly. Most coaches are not at faculty meetings and many did not receive the schedule.
  - Having the fire drill prior to the pep rally worked out well and was a good idea.
  - The PA system at the stadium did not work well during the pep rally. This area needs to be tested and corrected prior to for future events.

- Some teachers do not like the whole day being adjusted. They would rather have assemblies rotate during different periods throughout the year rather than adjusting the whole day's schedule. Other staff members like the adjustment, especially those who teach the same prep all day, so one class does not get behind another. A decision will have to be made as to the best fit for the whole school on this issue. Note – Currently 2<sup>nd</sup> period has the least number of EOC classes that meet.
  - A scheduling committee was established before the school opened in August 2005 that devised a plan for these types of interruptions. Ms. Sandra Fugate, Ms. Shelia Horne, Ms. Julie Kasler, and Ms. Chantelle Swanger were a few of the members on this committee. They will be contacted to see if they have copies of what was established and pass that information along to Mr. Robinson, the assistant principal in charge of operations.
  - It was discussed that in other school districts alternate schedules were public knowledge so that all students, staff, and parents were aware of a difference in the school schedule for the day. It was published in the student handbook and referenced as “Snow Day A Schedule”. It was also district wide. This may be something we are interested in doing once these procedures are established.
  - A discussion occurred as to whether all assemblies had to be done by grade level because of classes that contained mixed grade levels. The answer was that at the beginning of the year there had to be one specifically for 9<sup>th</sup> graders in order to get information to them. There has to be a few specifically for 12<sup>th</sup> graders because of graduation information. Other than that, it does not have to be done by grade level all the time. It was mentioned to have them done by halls or departments.
  - As time was running short, Ms. Shelia Horne asked that further suggestions be emailed to her directly. She will compile a list of those ideas and present them to the administration. The deadline for these suggestions is Tuesday, November 13, 2007.
- Communication – New radios have been purchased by the administration so they can communicate with each other more efficiently. They have ear pieces so that announcements are not made publicly as to interrupt classrooms. The middle school has also purchased these radios so our administration can be in contact with the administration from the middle school. We will also purchase one for the elementary school so we can contact them if/when necessary outside of using a telephone.

## **Student Services**

- Fundraiser guidelines – As time was running short, Ms. Shelia Horne asked that members email ideas for this to her directly. She will compile a list of the suggestions and present to administration. Please have those ideas to her by Tuesday, November 13, 2007
  - Questions were raised as to the status of the current fundraisers that have been turned in. Mr. Basden said he was still working his way through the pile, but that if a teacher had not heard anything and it had been a while, then they needed to see him directly.
  - Question was asked about any state/federal guidelines regarding fundraisers. The response was that the only one known was the non-competitive foods issue where food items cannot be sold so that it competes with the cafeteria. The school has established a policy for no food in the classrooms.
- Service Learning – Discussion was had about ways to offer service learning to students, specifically on teacher workdays. The original idea was that each teacher was to offer one

service learning opportunity to students within their classroom every grading period, allowing students to each 6 hours worth per year per class. Because of administration and faculty turn around, many administrators as well as faculty members are confused as to what service learning actually is. Many parents and students are unaware that students must complete service learning hours. The information on the website is outdated and hard to find even for those parents of older students who are familiar with service learning.

- Suggestion – educate the administration and the new faculty members as to the purpose and vision of service learning.
- Question – can it be considered service learning if it is part of the classroom curriculum set by the state?
- Question – can it be service learning/volunteer if it “required”?
- Question – is moving textbooks for teachers on workdays considered service learning or community service?
- For it to be service learning, there is supposed to be a reflection component that requires students to reflect on what they learned by conducting the service.
- Service learning cannot be tied to graduation requirements because it is not state mandated. However, Dr. Davis is in support of service learning, he is encouraging other schools in the county to implement service learning into their schools, and it may be a county requirement in the future.
- Students can incorporate service learning projects into their graduation exit project because it meets a lot of the requirements set forth by the state.
- We also need to think about how to make service learning worthwhile to those students who are not planning on attending college after graduation.
- More emphasis needs to be on communicating service learning opportunities to all students. Ideas on ways to do this were through announcements, the running announcement board, the website, and a bulletin board. It was determined that we are beyond the time of bulletin boards and short the resources needed to keep one established. As the material may be difficult for students to locate on the website, more suggestions are needed.
- We also need to revisit the way to turn in completed service learning forms. Some students have placed them in Mr. Robinson’s mailbox in the past only to have them misplaced. An idea was to have them turned in electronically.
- Ms. Nancy Addison has some web based resources regarding service learning that she will share with Shelia Horne.
- As time was running short, Shelia Horne asked members to email her with further suggestions regarding service learning by Tuesday, November 13th. She will compile a list of ideas and bring before the faculty to discuss.

## **Instruction**

- Teacher of the Year – nominations were held with Jessica Garner and Regina Montenaro receiving the most nominations. A committee was established to interview and observe the two nominees. From this process, Jessica Garner was chosen as PRHS’s teacher of the year. The committee made a list of pros/cons after the process was complete to discuss to see if revisions need to be made for the process in the future.

## **Special Programs**

- Each assistant principal has been assigned as the administration representative for each of our booster clubs. Mr. Robinson will be administration representative for the athletic boosters,

Ms. Cleary will serve the band and arts boosters, Mr. Moore will serve as the academic boosters, and Mr. Basden will serve on CLT.

### **New Business**

- Has there been any further discussion on professional development money and how to spend it? Will be on our agenda for next month's meeting as a procedure needs to be established.
- Students missing class time for outside activities relating to clubs they are a part of. This needs to be addressed at the department chair meeting on November 7, 2007.
- Scheduling for next year, has a process been established? This needs to be addressed at the department chair meeting on November 7, 2007. Latin IV was approved from the county.

The meeting was adjourned at 7:45pm.

Just a reminder:

Ideas for service learning, fundraiser guidelines, and assembly procedures emailed to Ms. Horne by Tuesday, November 13<sup>th</sup>.

The following members were present:

Sam Basden, Shelia Horne, Sandra Fugate, Kristin Mattison, Jessica Briggs, Julie Kalser (for Ms. Garner), Amber Drye, Mary Robinson, Steve Jackson, Regina Montenaro, Archie Price, Nancy Addison, Donna Wilber