

CLT Minutes

Date: September 25, 2007

Time: 6:30 pm

Place: PRHS Media Center

In Attendance: Shelia Horne (Chair), Sam Basden (Administration), Nancy Addison (Central Office), Tom Wheeler (Sophomore parent), Donna Wilburn (Junior parent), Jessica Garner (World Language), Dan Korn (Social Studies), Sandra Fugate (Science), Amber Drye (EC), Jessica Briggs (Fine Arts), Mary Robinson (Media Center), Steve Jackson (CTE), Regina Montenaro (English), Archie Price (Guidance)

Introduction

- Shelia Horne welcomed everyone. Mr. Basden discussed the role of CLT changing. His vision is for it to handle issues that are “forest” items instead of “tree” items. The administration will make the decisions about individual items. He would like for CLT to discuss *guidelines* for many issues, including staff development, technology, graduation, fundraisers, etc.
 - **Staff development** – Basden’s thought is for it to be a data-driven decision that is included in the school improvement plan (SIP).
 - **Technology** – What is the long-term plan? There was discussion about whether or not the technology committee should be a separate committee. This will most likely be a part of the SIP and will become a correlate.
 - **Graduation** – Long-term plan needs to be decided.
 - **Fundraisers** – Shelia Horne has requests for fundraisers from August through January. She will give these to Basden, and he and the administrative team will make a decision about which fundraisers will happen. Basden suggested ideas other than many groups doing small fundraisers. One idea was for Academic Boosters to raise money and then for the clubs to go to Academic Boosters when they need something. The form for fundraising requests may need to be more detailed. The master calendar is being kept by Gary Robinson and Sheila Sells. If someone wants to plan an event, they need to speak with Gary Robinson. There needs to be a timeframe for when fundraisers will take place. Basden discussed liking the idea of having flexibility with deadlines and fundraisers in case there is a specific need that needs to be addressed (i.e., crisis situation). Shelia Horne asked that we all think about guidelines for deadlines about fundraisers for the next meeting.

PRHS Operations

- Basden had nothing on operations. This was discussed at the previous staff meeting.
- Questions about operations:
 - Steve Jackson – How are homerooms decided? *There was not a longitudinal plan in place for deciding this.*
 - Steve Jackson – What is wrong with sub system? Why does someone have to call department chair, Shirley Bennett, and an administrator when they are out? *This is incorrect information. You only need to contact STEMS when you are out. It is a good idea to call Mrs. Bennett and the department chair, but it is only necessary to call STEMS. This was discussed at principal’s meeting.*
 - Steve Jackson – There are several teachers, including Steve Jackson, Barbara Ellis-Johnson, and Joan Smith who would like to start a social-type committee that takes care of helping teacher who are in need. *There needs to be a set of written guidelines that address how we will respond in different situations. After CLT approves the guidelines, they will be emailed to*

all staff. Jackson is going to work on this. Shelia Horne requested that Steve Jackson email these guidelines for CLT to preview.

- Steve Jackson – His group wants to participate in the Union County Christmas parade. *The information is already at the school. Each organization can send 10 groups. In the event that we have more than this amount of groups wanting to participate, the band gets first chance at this. Basden said he would email the application that is in the office.*

PRHS Student Services

- Shelia Horne presented a request for CLT approval of Latin IV being presented to UCPS as an additional course on behalf of Jessica Garner and the World Languages department. This is already in the NC Standard Course of Study, but it has never been taught in UCPS.
- Dan Korn wanted clarification about the process. If a class is already in UCPS Program of Studies, it does *not* need to go through the approval process.
- Nancy Addison affirmed that this course will most likely be approved by the county – it is a normal continuation of a sequence. The only issues that come up with course additions are when teachers have their own specialty and they want to create a class about it.
- A motion was presented by Dan Korn to support the submission of Latin IV as an addition course to the county.
- The motion was seconded by Donna Wilburn, Junior representative.
- Shelia Horne called for a vote and the motion passed. There was one abstention.

PRHS Instruction

- **Test Data** – This was discussed at faculty meeting, and all staff members have a copy of the data. For guests to the meeting, Basden went through a general overview of the data. As a group and with individual subjects, we performed slightly below the county average. We DID make AYP. There are 3 measures for making AYP:
 1. **Composite score** – who made a 3 or a 4 on the test
 2. **Growth** – did your kids move from x to y (bonus is based on growth)
 3. **AYP** – there are about 3 EOC scores that go toward this

Mr. Basden's goal is for our school to perform at 80% proficient next year. He believes that one way this can be done is to get the writing scores up.

- Nancy Addison asked how familiar the staff was with growth model. This is important for bonuses. There is a lot of misunderstanding about growth vs. composite score.
- Dan Korn asked why the test scores have gone down over the last 5 years. *Other than new tests, there was no answer given.*

There was discussion about subgroups, which are important in AYP. The federal government mandate for how many kids it takes to make up a subgroup is 40. As PRHS gets bigger, we will have more subgroups and it will become more difficult to make AYP. There is also an AYP for the county, so schools should focus on their different populations even if they are not an official subgroup.

- **Teacher of the Year** – Since the past 2 teachers of the year have been chosen differently, we need to decide how this will be done this year. Basden discussed our goal in choosing teacher of the year. If we want to have a contender for county teacher of the year, we should look at the county guidelines and model those.
 - Discussion about how it is done at PRMS – The teachers nominated people, but then the administration observed and made the decision.
 - Basden made the decision that this year we will have a nomination period that is paper-based. Anyone can nominate anyone. The people with the most nominations become the ballot. The nominees then go through a selection process that includes observations. It will duplicate the county process for nominations. Basden said that he would type these so that it can be duplicated next year.

PRHS Events

- **Homecoming** – Week of October 8th-13th. Events are posted on a bulletin board in the school. The dance is at the Union County Agricultural Center. There is no school on Oct. 12.
- **Service Learning** – Gary Robinson and Regina Montenaro are putting together the data that has been collected about this. The plan is to provide service learning opportunities for students on a regular basis on teacher workdays. On October 12th, students can come and help spread mulch. Basden is accepting ideas for future workdays.
- **Band Competition** – October 27th is the band competition here at PRHS. Also they were unable to perform at the first halftime game because of weather, and the willingly gave up the second game because of Brandon Elam night. The administration bought them breakfast, and the band is supporting everything that the school is doing. ☺
- **Assemblies** – We need to think about a plan for how and when to have these.

Open Forum

- **Videos** – Basden needs to know when teachers are showing a video in the classroom.
- **Workshops** – There are people who want to attend workshops. They need to notify their department chairperson and then department chairpersons will meet with Basden.

Next meeting is Tuesday, October 23, 2007 at 6:30 pm in media center. Bring issues from departments if there are questions. Get these ideas to Shelia before the meeting so that these people can be pointed in the right direction before the meeting if necessary.

Follow-Up Items:

- CLT members need to think about fundraising and assembly guidelines. Bring these to next meeting.
- CLT members need to think about ideas for service learning on workdays. Bring these to next meeting.
- Steve Jackson needs to develop guidelines for his “social” committee and bring these to next meeting.
- Basden needs to email Christmas parade application to interested parties.
- Basden needs to type guidelines for how teacher of the year is selected and get this to staff.