

Parkwood High School

Site-Based Management Team Meeting Minutes

October 27, 2016

Participants:

- Shelley Gordon (Social Studies Rep and SBMT Chair), Carole Alley (Administration, Principal), Lisa Moniz (Media & Tech Rep, SBMT Secretary), Angie Reeder (Support Staff Rep), Mary Velasquez (World Languages Rep), Sabrina Clontz (Parent Rep), David Abernathy (Parent Rep), Jennifer Ponsart (Parent Rep), Michael Medlin (CTE Rep), Anne Sutton (Guidance Rep), Chi-Tuyen Richmond (English Rep), Col. Eric Kelly (AFJROTC Rep), Amber Drye (EC Rep), Bill Lehan (Math Rep) Matthew Alexander (Student Rep), Trent Morgan (Science Rep) and Jamal McGee (P.E. Rep)

I. The meeting was called to order by Shelley Gordon at 3:30 p.m.

II. September 2016 minutes were reviewed and approved with one correction. Mr. Abernathy pointed out that his comment about the heat in the stadium was referring to graduation in 1996, not 2006.

III. Mrs. Alley reported that there have been no further complaints about the traffic pattern that was discussed at the last meeting.

IV. Lisa Moniz is leaving Parkwood to work at Technology Services, which leaves the SBMT in need of a new Secretary. Matthew Alexander and Anne Sutton each nominated the other, and it was decided they will share the responsibility.

V. Matthew Alexander brought up several issues:

- Students are loitering, blocking hallways and breezeways. Could students be encouraged to move to class? Hanging out leads to litter and PDA, especially outside of 600 bldg.
- Senior Lunch privileges- Could they be reinstated? Mrs. Alley thinks so. Just need to make sure cafeteria has time to restock between lunches.
- Announcement etiquette needs to be taught. Classes too loud, not watching the Rebel Buzz or listening to the afternoon announcements. Ms. Alley will address this at the next faculty meeting.
- The Environmental Club was wondering if it would help the campus look better if the trash cans were painted. This was discussed and decided that it would be too much ongoing maintenance. Paint would chip and be more of an eyesore over time.

VI. Graduation- Ms. Sutton reported that the Graduation Committee cannot come up with foolproof rain plan for graduation at the stadium. They proposed graduation this year at Wingate University in the new gym, Cuddy Arena. Cuddy Arena available and it is less expensive than Winthrop. \$550 to rent but also need to consider cost of renting chairs, sound system. They have a stage. The arena is climate controlled and Ms. Sutton reported that the folks at Wingate are very nice to work with. All costs still come in at less than the \$3090 we pay for graduation at Winthrop. The disadvantage is, there would still be 10 tickets per senior but might not be able to sell extra tickets beyond the 10. Ms. Sutton will check with Mrs. Humphries to see how many extra tickets were sold last year. Motion made to approve graduation at Wingate, Cuddy Arena. M. Alexander seconded the motion.

VII. The P.E. Department requested that teachers pay attention during I/R in old gym, to be sure students aren't bringing in food and drink.

VIII. Mrs. Gordon brought up the problem of coverage during planning times. Too many teachers are leaving early or calling in. Mrs. Gordon reported that lately she is covering colleagues' classes every other day,

then giving tests accommodations on the few planning periods she has left. Mrs. Alley has been addressing absenteeism, reviewing and handling it on a teacher by teacher basis. In most cases now, the absences cannot be helped due to sick children and so forth.

Col. Kelly asked if subs become harder to get later in the month because they have reached their limit of hours? If teachers know they are going to be out, enter the absence in STEMS right away.

Another related problem: teachers are covering and no relief shows up to share the coverage. Teachers, talk to your colleagues who might not be pulling their weight. Mrs. Alley will address this if teachers don't feel comfortable confronting other teachers. She also added that if you are going to miss a half-day, don't ask if you need to get a sub, just assume you need to get one.

Mr. Medlin asked how we could make subs feel more welcome and appreciated here? M. Alexander is available to greet subs and walk them to their class. All agreed this would be nice for him to do.

- IX. Copy Usage is a big problem. We are making way too many copies. The copier bill for September was \$5,000! The allotment for the whole year is \$16,000. Teachers need to use the Riso machine whenever possible, for anything over 20 copies. Moniz suggested that new teachers be trained to use the Riso machine and teachers need to know where they are in the school. Postage is also adding up too quickly. We will not be able to keep doing mass mailings. It costs \$580 each time we do that.

X. Field Trips in November:

- Mr. Bryant – Tractor
- Ms. Smith – Raleigh horses
 - Also Sanford, NC vet competition
- Villas has a field trip arranged for 75 students to visit college campuses: UNCC, Wingate and SPCC.
- Col. Kelly – Nov. 21 JAARS Aviation
 - Dec. 5 Charlotte Douglas Airport
 - Dec. 3 Drill Competition at Sun Valley HS
 - Schiele Museum in Gastonia
- Mr. Morgan – November 10, 7 pm
8 students to World Quest Competition, Charlotte Hilton

- XI. Meeting adjourned at 4:15 p.m.