

Minutes
School Improvement Team
Sept. 24, 2013

Present: Emily Gill, Cyndi Mackiernan, Greg McFee, Gerald Parker, Teresa Edwards, Sheryl Heninger, Rodney Smith, Tammy Ramsey, Jordan English, Natalie Ball, Jeanie Graeme, Jack Evans, Samantha Sircey, Thomas Williams, Terri Wilson

(New discussion in bold)

A. Transparency School Improvement meeting information

double check that we are in compliance with state laws.

We are no longer posting on the Moodle and only on the school's website.

1. Give notice of all meetings 48 hours in advance: **it's on the school's calendar for the year and can be accessed through the website.**
2. Website requirements of listing date and location of each meeting, names of team members, their positions, and date each person was elected: **Rodney will add date elected to current information on website**
3. School Improvement Plan: **already published on website** *very clearly!*
4. Each team should elect a chair and vice chair who develops an agenda: **agenda is developed as each meeting ends and is revised over the next two weeks prior to the next meeting**
5. Ensure that minutes are created and school secretary should maintain the minutes---**we agree to keep our current method of recording minutes; will post on the website routinely after each meeting**
6. Corrections: change meeting room location to room 504
Reports category: change "Progress Report" to add 2012-2014
add the current Mid-Year report.

Enlarge "School Improvement Plan" for better visibility

B. PBIS Update: members have discussed it with their departments but no real discussions can take place until we are ready to implement

C. SMART lunch: there has been some interest in going to Owen High to observe SMART Lunch

D. Suggestions Box (Jordan English reporting): We discussed student council coming up with a question of the week instead of a general suggestion box so that we don't get the following types of random suggestions:

1. Mtn. Dew in vending machine
2. Scrimmage with football vs. soccer
3. 30 minute study hall (x2)
4. Hot Pockets in lunch line

E. Hawk Quest.

- *new ideas from a designated committee need to be implemented
- *suggestions include finding short videos (YouTube and save to Google)
- *short survey to identify topics, possibly generated from Student Council
- *need student participation on any HQ committee
- *Gerald also discussed how in the past he looked at students' grades and discussed individually; his students really appreciate this also as a tool.

F. Open House (6:30-6:50, 6:55 – 8:00 pm class)

Discussion of Open House Data Collection Form:

Topics to be discussed (will be listed on back of collection form):

ASL explanation/dates

Update student information forms

Parent Portal and information will be coming soon

Sign up sheet to meet with parents at a later date

Teachers discuss what parents need to know (may include a short presentation)

Emily will ask Beta Club students to direct parents to appropriate Hawk Quest (list from Terri to be posted with an information sign also). Sam will gather this and Emily will post that evening.

G. Oct. 8th meeting agenda

Special guest: Jill Castelloe, dropout prevention specialist

Drop out rate: What are we doing?

How can PBIS help?

Graduation rate/dropout: how are these different?