

## Minutes Form

**Meeting Title:** School Planning Team

**Date:** November 9, 2016

**Members:** Jessica Lyons, Mike Brown, Maureen Zarcone, Robin Sesnie, Robin D'Amato, Renee Smith, Chris Rudroff, Emma Florian, Jeanne Kasprowicz, Sheila Paprocki, Maggy Heeter, Maryanna Fezer

**Roles:**

<b>Leader:</b>	Jessica Lyons	<b>Minutes Taker:</b>	Emma Florian
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**Information Shared & Discussed:**

**Old Business:**

1. A date will be picked for the second Freshmen Grade Level Meeting.
  - a. A Google Doc was sent out with student names- put X's next to students who have academic/behavioral issues. Students can be added by anyone as well.

**New Business:**

1. Blithe Spirit will be performed during school on November 18<sup>th</sup>. The schedule for that day will be the same as the pep assembly. There will be 25 minute periods, and 30 minute lunches. A schedule will be sent out with the weekly news.
2. Community service Hours: Everything is going really well so far- students are getting their forms in and they have options both in and out of school. Maureen has all of the hours tracked on Google Docs. She will send home a letter in January for those who do not have any hours completed.
3. Parent-Teacher Conferences are on Dec 1st- ASVAB will be taken by 10th graders during this half day so the same letter day will be repeated on Dec 2nd—
  - a. We will have 17 minute classes on Dec 1st and then repeat that letter day on the 2<sup>nd</sup>
  - b. More information on ASVAB will be sent out after Jessica meets with guidance. Pam is contacting them about what services will be given to students who take the ASVAB.
4. If you would like to create a new course or change the course catalog, that needs to be in to Jennifer Barber (in guidance) by November 18th. There is a form to fill out for a new course. The board will approve/deny new courses at December meeting. Course catalog will be approved at January meeting.
5. BEDS- Marybeth will be in room 113 on Nov. 23 to answer any questions you have. Stop down if you have any questions and then submit.
6. Video Announcements & More- Tribetribune.org: Our students have created a separate website that currently has morning announcements, but will eventually also have

interviews with staff members, news stories at sporting events, elementary school, community events etc.

- a. 1st period teacher can show the video announcements anytime during the period. Jessica will come on announcements first to do the pledge/date/letter day.
  - b. There will also be short video clips on this website about what electives freshmen can take when they enter 9<sup>th</sup> grade—this can be used for parents of kids in the high school too.
  - c. Scheduling Information Night in February- all parents of kids in the high school will be invited so that this can be easier for all students and parents to understand the classes that their students can take.
7. Schoology- Mary Beth is interested in exploring this system more. There will be a webinar with a representative from Schoology on Nov 30 for 1 hour. Mary Beth is looking for teachers to attend webinar and then choose if they would like to pilot it during the 2nd half of the school year.
8. School Vulnerability Report—Before the next meeting, please tab or highlight things that the MS/HS faculty CAN change. This will be discussed at our next meeting.
9. Students skipping class- Where are they going when they skip? Specifically for PE, students are going to study hall.
- a. Send list of students who are skipping classes to Mike.

**Next Meeting:**

**Date: December 8, 2016 (Career Fair Discussion will resume)**

**Time: 2:40**

**Place: HS LMC**