

**EDYTHE J. HAYES MIDDLE SCHOOL  
SBDM COUNCIL SPECIAL CALLED MEETING  
JUNE 15, 2005 MINUTES**

**Council Attendance:** Jay Bank, Dave Hoskins, Daryn Morris, Matthew Sherrard

**Guests:** Jane Manley, Robert Murray, Stacy Hoskins

**Topic: Finalizing Principal Profile**

The committee agreed to compare the profile developed by the faculty and staff with the profile developed by the parents, students, and community in order to ensure that all areas would be addressed in the final principal profile.

Each goal statement developed by both parties was compared and grouped according to area (i.e. communication, discipline, climate, professional development, etc...). The committee then formalized the following goals for the next biennium to be included in the principal profile.

1. We will increase student achievement and proficiency by
  - Increasing test scores by 20%
  - Eliminating novice portfolios
  - Decreasing class size
  - Maintaining high standards and expectationsTo become a top three district middle school.
2. We will improve internal and external communications and interaction among staff members, students, parents, and the community.
3. Professional development will be made available to meet the needs of our students and focusing specifically on diversity, technology, writing, and high/low achievers.
4. We will increase and improve extracurricular programs for students to develop a sense of school ownership and spirit.
5. We will develop a school wide discipline and incentive plan in order to promote a positive school climate.

Each attribute developed by both parties was compared and grouped according to area as well. The committee then formalized the following goals for the next biennium to be included in the principal profile.

***This person demonstrates:***

- excellent communication skills with internal and external publics.
- a thorough knowledge of state and national resources, research, and best practices.
- an equitable respect and support for **all** academic areas.
- an ability to motivate students and staff by holding them to high expectations.

***This person shows evidence of:***

- experience with and commitment to diversity.
- good management of people, finances, resources, and time.
- being a proactive, decisive, dynamic, and innovative leader.
- being fair and consistent.

***This person has a past record of:***

- effective administrative experience in the middle school.
- accessibility and support for all stakeholders.
- effective discipline in middle school

**Topic: Developing interview questions**

The council decided to develop the questions for the interview process. Robert Murray, the current acting principal, excused himself from the meeting. The council used sample questions provided by Mrs. Manley and sample questions provided from the hiring training. Council members highlighted questions they felt were important, and then compared their questions.

The council group the questions into general areas to match the profile (background, communication, discipline, student and school achievement, and climate). The council wrote questions for each area. The council moved to convene at 8:30 to allow everyone to look over the questions for the next meeting and finalize them then. Coach Sherrard agreed to type the questions and Coach Hoskins agreed to type the principal profile and hand deliver it to the superintendent.