

**EDYTHE J. HAYES MIDDLE SCHOOL
SBDM COUNCIL MINUTES
February 27, 2007
HELD AT EJH CONFERENCE ROOM**

Present: Christine Andres, Sherri Heise, Lana Griffis, Clif Cason, Joshua Mounts, Jeremy Dulaney

Guests: Karen Brown

- I. **Call to order:** Mrs. Heise called the meeting to order at 4:40 PM.
- II. **Reading of Mission Statement:** The council read the EJH Mission Statement.
- III. **Agenda Approval:** Ms. Andres motioned to accept the agenda. Ms. Griffis seconded. Unanimous decision.
- IV. **Previous Meeting's Minutes:** Mr. Mounts motioned to accept the January 23, 2007 meeting minutes. Mr. Dulaney seconded. Unanimous decision.
- V. **Public Address:** No one wished to address the council.
- VI. **Good News Report:** Ms. Griffis reported that a EJH student won in the 6th grade level district science fair and received a digital camera and printer. She also reported that EJH attended the regional speech competition and that a 7th grade student won in one of the speech competitions. Positive feedback has been received by our student teachers from UK about the behavior and structure of students at EJH. Ms. Heise stated that on April 11, 2007, a Mississippi school will conduct a site. We need to make this a professional visit. Ms. Heise also suggested that they visit ACE and Henry Clay the following day. This school chose Hayes after the article was written in "Teaching PreK-8." Students are still giving positive feedback on EJH Math Carnival. This type of after school activity brings together students, family and the community. Hayes will definitely have more of this type of activities in the future.
- VII. **Budget:** The budget to date was presented. We are in good shape on the budget. Currently there is \$4000 left to use in our carry forward funds. We may use this towards professional development funds. We need to look at the remaining budget to supplement social studies to textbooks - \$15,000-\$20,000. Ms. Heise stated that in April we will look at realignment of the budget. We just need to make sure that available money is spent or encumbered before May of '07 for next school year. Ms. Owens is developing a spreadsheet that will itemize school expenses/costs. The spreadsheet will help to do the budget and staffing for 07/08. Ms. Heise will draft a packet to distribute before the next meeting. We are in good shape financially and all transfers have been made at this time to off set the purchased .5 counselor, .5 media clerk and summer salaries.

If a negative balance is shown we just need to transfer over funds to that area. Starting budget is \$96,970.44 - \$55,406.55 is the balance to date. 10% of money can be carried forward. If more than 10% is needed, we need to complete a special request that it be carried forward. Mr. Cason questioned the realignment of the previous budget of \$28,000 carry forward money. Ms. Heise stated that based upon the discussion from the last SBDM meeting, the budget remained as originally drafted and the carry forward money was transferred to offset the cost of the purchased staffing positions. Budget for 07/08 - SCIF \$104,236.26, PD \$11,649.34. ADA has an increase of about \$12 per student. Even though we will have fewer student this coming year the funding will still be higher.

RFPs - Ms. Heise has drafted and presented 3 RFPs for the committees' approval. The 4th RFP was not presented to the committee. The RFPs have a deadline of 2/28/07 with the awarded date of March 14, 2007.

1. Success Maker - Computer Assigned Instruction (Ms. Heise met with Technology and administration) - Ms. Heise gave the committee a quick synopsis on this program. The program is K-8 targeted. The software program is designed to supplement instruction and not replace it.

The Success Maker representative stated that 30 licenses for this program would be sufficient for 800 students. 30 students can log onto the program and work simultaneously in math, science and reading. The tutorial is extremely interactive and thought provoking for the students. Lessons are no more than 20 minutes in length. The program can be accessed from the classroom for all students including those that are having difficulty with the regular classroom work or for the advanced student who has completed their classroom assignments. The program can be targeted for students who are above, at or below their current grade level.

One of the programs offered is Science Discovery. This program is a simulation of a science lab. This Software program also utilizes literacy skills and writing workshop intervention. Reports generated from Success Maker are detailed records on the progress of each student and can be individualized. A teacher is always able to access the program to check the progress of a student or to print reports. Mr. Dulaney asked if teachers will need to

schedule or reserve time to use Success Maker. Ms. Heise stated that we would need a plan of action to implement the program.

Elementary schools are currently using this program and show tremendous progress. 30 hours of using the Success Maker program equals 1 year of academic gain. The committee asked Ms. Heise to see if a change from 30 to 50 licenses was reasonable and then make the change. The RFP was signed off on by all members present.

2. Enhance Student Achievement With Technology. Ms. Heise presented this RFP to the committee. This RFP would purchase document cameras for each classroom teacher and a CPS (Classroom Performance System) for each team equaling 10 CPS Chalkboards. Ms. Griffis stated that the student will get a remote control to answer questions. The CPS can be utilized for scoring data, to review for tests and past instruction and will supply instant feedback on student performance. With the CPS we can utilize the CD ROM that is supplied with most textbooks or let the teacher design their own lessons. The class can work together to achieve a certain goal or percentage on assignments. The program is an organized system of data collection. Reports for distribution will also be presented to the SBDM council. It was questioned how to integrate into technology. Mr. Livingood will conduct a PD session on train-the-trainer. The session will consist of how to integrate into technology, implementation and feedback. Hayes currently has 2 CPS Chalkboards and 12 document cameras. The RFP was signed off on by all committee members present.

3. Success Program - this is a broader version of what Hayes currently has in the 7th grade. The program is used for students who are below grade level or at risk. 95% of students using this program had an increase in academic success. Concept of this program is a good idea. Ms. Heise stated that she will meet with faculty and stress that we put more focus on the program. The program is currently only in the 7th grade and would like to expand to the 6th and 8th grades. The RFP was signed off on by all committee members present.

4. This RFP not reviewed.

Ms. Andres asked how they rank what we will get when submitting an RFP. Ms. Heise stated that each RFP is reviewed using the attached rubric. A decision will be made as to what level to fund it – if at all. Ms. Andres stated that the RFPs should be a long term investment where we can use the programs year after year and should not be based on personnel issues.

VIII. Committee Report: Curriculum Committee - no report per Ms. Griffis. Information gathered from the teachers was that class times are too short. 48 minutes is not an acceptable time to fully instruct and/or engage the students on a subject. It was suggested that the time for each class period be 60 minutes. Mr. Dulaney suggested rather than having 2 planning periods, make the classes longer. Ms. West addressed the council stating that research shows that 60 minute classes are more productive than a block schedule. Ms. Heise said that she will not draft a schedule, but that Mr. Hoskins and Mr. Ford will be drafting the new schedule for 07/08. Ms. Heise stated that a schedule needs to be built for the students and not personal preferences. She welcomes opinions, but we need to make the ideal situation for student learning. Mr. Hoskins will also be working with the feedback received from the curriculum committee and Ms. Meekins for a proposal to the council.

Foundations: Survey and Audit - Ms. Heise reported that we received the highest score yet at 87.5 on Safe School Survey. Hayes did receive a few zeros, that it wasn't in CIP and no action plan is required. No formal report on hand.

Assessment - No report. Ms. Heise to meet with Ms. Michaels, the chair on providing some adjustments to their charge to focus on the effectiveness on all the ways we are collecting data. SBDM council approved.

PD Committee: Special education has the largest gap as shown with research from other schools. We are hearing good things about certain places, therefore special Education site visit in the next couple of weeks. Need to obtain feedback from department, off-site meeting with special education and to get long term plan in order. Ms. Brown updated the council on Special Education:

School Improvement Committee: 1A (curriculum following FCPS) Ms. Heise questioned the long range plans and what skills students are missing from the feeder schools. She suggested that a meeting be scheduled between feeder schools, 8th grade teachers and Henry Clay. The curriculum coach to help with monitoring and implementation. Unit study, long range plans and FC map - will need a year to implement these. Elementary, middle and high schools need to work together. 3A - partial implementation. Received positive feedback from Ms. Taylor. 3B - partial implementation. Additional training is on-going. 4A - partial implementation. Ms. Meekins stressed data analysis. 4B - not implemented. Need additional information. Ms. Heise would like to get this on SharePoint. 10A – Council charged committee to delete and rewrite the goal that more closely aligned with objective. Ms. Brown will go to the committee to review and revise. 10B - (sports mentoring) - having problems with UK complying. Crossroads Church has agreed to work with athletes on this.

IX: Student Learning: Ms. Heise stated that testing is 7 weeks away. We need to get students excited, put emphasis on taking ownership in performance and to focus on motivation.

- X. Principals Report:** None given, information already discussed through other agenda items.
- XI. Policy Review:** Ms. Heise submitted the Flexible Records/Conference Day Policy. The committee read the policy. A change was made to the 2nd paragraph to include "principal". The policy will be amended to add a procedure about flex time to read: No committee, department meetings, fund-raisers, etc. shall be used as flex time. A reminder will be sent out to all staff about flexible time deemed appropriate for events, i.e. ABC night - 1.5 hours for event, 1 hour timekeeping, etc. Mr. Mounts motioned to amend the policy. The policy will be amended and reviewed at the next SBDM meeting. A special budget/staff meeting will be held on March 13, 2007 at 4:30 in the library.
- XII. Set Working Agenda for Next Month:** The council approved the set working agenda for the next meeting.
- XIII. Adjourn.** Mr. Mounts motioned to adjourn. Ms. Griffis seconded. Unanimous decision. The meeting ended at 7:55 PM.