

**EDYTHE J. HAYES MIDDLE SCHOOL
SBDM COUNCIL MINUTES- SPECIAL CALLED SESSION
SEPTEMBER 7, 2007
HELD AT EJH Conference Room**

Present: Sherri Heise, Jeremy Dulaney, Josh Mounts, Laura Kerns, Christine Andres, and Tracey Moore

- I. **Call to order:** Mrs. Heise called the meeting to order at 4:35 PM.
- II. **Reading of Mission Statement:** The council and guests read the mission statement.
- III. **Agenda Approval:** Mrs. Andres motioned to accept the amended agenda. Mr. Mounts seconded. Unanimous decision.
- IV. **Previous Meeting's Minutes:** Mr. Mounts motioned to approve the minutes. Mr. Dulaney seconded. Unanimous decision.
- V. **Public Address:** No one addressed the council.
- VI. **Committee Structures:** Mrs. Kerns motioned to waive the second reading of the policy and accept the committee structures at this meeting. Mrs. Moore seconded. Unanimous decision. Mrs. Heise discussed revisions to the Committee Policy.

Standing Committee Composition and Membership Selection section was revised as follows:

1. # 3 was revised from September to October.
2. # 7 was added to state, "A committee will be assigned an SBDM council member, who will serve as a point of contact between the council and committee. The council member will be assigned to the committee prior to the first committee meeting of the school year."
3. Foundations committee is exempt from the eight member rule.

Ad Hoc Committees was revised as follows:

4. As needed, the Council may also approve ad hoc committees.
5. The council will appoint the chairperson for all ad hoc committees.
6. Ad hoc committee membership must have grade level and department representation.
7. The council may appoint members in order to create balanced membership.
8. Ad hoc committees automatically dissolve when they have completed their assigned task or tasks.

Operating Rules for All Committees was revised as follows:

1. The first e-mail was deleted from 2(c).
2. # 6 was added to state, "Committees will maintain a focus on the mission of EJ Hayes Middle School and align their work with the School Improvement Plan."
3. # 7 was added to state, "Committees will develop a plan of action that identifies how the committee will increase student achievement."

Professional Development Committee was revised as follows:

1. SIP Responsibilities was removed.
2. General area of responsibilities was removed.
3. Bullet 2 was revised to state, "Annually review professional development policy."
4. A new bullet was added to state, "Complete all necessary paperwork for required professional development expenditures."
5. Former bullet 3 was deleted.

6. The following line was added, "The Council will be having two readings at two consecutive meetings on any policy proposal that is submitted by a committee."
7. A **Timelines** section was added with "Submit budgets monthly" and "Submit plan and budget to Council by April 30 of each year."
8. The Professional Development Coordinator will be the standing chairperson for the committee.

School Improvement Plan Committee was revised as follows:

1. General area of responsibilities was removed.
2. "Thorough analysis of data" and "monitor" was added to the first bullet. Comprehensive was deleted from the first bullet.
3. "Recommends revisions" was created for bullet 4.
4. The following line was added, "The Council will be having two readings at two consecutive meetings on any policy proposal that is submitted by a committee."
5. A **Timelines** section was added with "Monthly Implement and Impact Checks," and "Recommendations for revisions in November, February, and April."
6. A faculty member will be the chairperson for the committee.

Curriculum and Instruction Committee was revised as follows:

1. General area of responsibilities will be removed.
2. Bullet # 1 was removed.
3. Assessment Policy, Student Assignment Policy, and Use of Video in the Classroom Policy was added to Bullet # 2.
4. "Plan" was removed from Bullet # 3.
5. Bullets 4-8 were removed.
6. The following line was added, "The Council will be having two readings at two consecutive meetings on any policy proposal that is submitted by a committee."
7. A **Timelines** section as added with, "October- Extended School Services Policy, Homework Policy," "January- Student Assignment Policy, Curriculum/Instruction Policy," "March- Assessment, Use of Video in the Classroom Policy," and "April- Master Schedule Ideas."
8. The Curriculum and Instruction Coach will be the standing chairperson for the committee.

Assessment Committee was dissolved.

Technology Committee was revised as follows:

1. CSIP responsibilities was removed.
2. General areas of responsibilities was removed.
3. Bullet # 3 was added to state, "Make recommendations for revisions as necessary on technology policies."
4. Bullet # 6 was added to state, "Utilize technology business partners."
5. Bullet # 7 was added to state, "Research and apply for technology grants."
6. The following line was added, "The Council will be having two readings at two consecutive meetings on any policy proposal that is submitted by a committee."
7. A **Timelines** section was added to state "Monthly budget report."
8. The School Technology Coordinator will be the standing chairperson for the committee.

Foundations Committee was revised as follows:

1. CSIP responsibilities was removed.
2. General area of responsibilities was removed.
3. Bullet # 1 was revised by removing "assigned legally required policies AND best practices."
4. Bullet # 3 was revised to state, "Develop programs to sustain the positive and safe learning environment."

5. "Develop the CATS reward plan" was removed.
6. "Develop and" was removed from bullet # 4.
7. Bullet # 5 was removed.
8. A new bullet was added to state, "Review discipline/referral data on a monthly basis to School Council and staff."
9. The following line was added, "The Council will be having two readings at two consecutive meetings on any policy proposal that is submitted by a committee."
10. A **Timelines** section was added to state, "Monthly- Discipline/referral data," "October- School culture survey", and "January- Data from school culture survey."
11. The associate principal will be the standing chairperson for the committee.

Equity Committee was formed to state the following:

The SBDM Council is asking your committee to do the task as outlined below. Please be sure to get stakeholder input from teachers, parents, and students as appropriate.

- Maintain demographic record of each grade level team's composition of:
 - i. Gender, ethnicity, socio-economic status and disability
- Conduct and analyze perception surveys on academic achievement.
- Analyze data by gender, ethnicity, socio-economic status, and disability:
 - i. Student performance on learning checks, CATS, and PAS data
 - ii. Student participation in extra-curricular programs
 - iii. Parent involvement in school activities
- Make recommendations for the school improvement plan using data.

The Council will be having two readings at two consecutive meetings on any policy proposal that is submitted by a committee.

A faculty member will be the chair of this committee.

Timelines:

November, January, May- report data to council

Community Relations Committee was formed to state the following:

The SBDM Council is asking your committee to do the task as outlined below. Please be sure to get stakeholder input from teachers, parents, and students as appropriate.

- Develop a communications protocol for communicating school wide events to all stakeholders, to include (not limited to):
 - i. A set criteria
 - ii. Screening for cultural bias
 - iii. Distributed through at least three mediums (print, website, verbal)
- Submit information to local media for publication to school events and special recognitions
- Screen media publications- submit to principal for final approval.

The council will be having two readings at two consecutive meetings on any policy proposal that is submitted by a committee.

A parent or faculty member will be the chair of this committee.

Timeline:

- January, May, and as events dictated

Literacy Committee was formed to state the following:

The SBDM Council is asking your committee to do the task as outlined below. Please be sure to get stakeholder input from teachers, parents, and students as appropriate.

- Annually review and monitor the Literacy Action Plan.
- Report three times a year (November, February, April) to council on implementation of the plan

The council will be having two readings at two consecutive meetings on any policy proposal that is submitted by a committee.

The Literacy Coach will be the chair of the committee.

Timeline:

- November, February, April- report of data and results to council

Mrs. Andres motioned to accept the committee policy as amended. Mr. Mounts seconded. Unanimous decision.

VII. Adjourn: Mr. Dulaney motioned to adjourn. Mrs. Moore seconded. Unanimous decision to adjourn at 6:35 PM.