

ROSWELL HIGH SCHOOL School Governance Council

Meeting Minutes – November 17, 2015

Members present: Susan Greene, Jerome Huff, Catharine Phillips, Maddie Ross, Amy Short, Ben Sutter, Jacob Sutton and Jim Vitale

Members absent: Sara Payne, Lisa Smith and Jeni Stephens

Guest present: Sal Zarzana, RHS Assistant Principal

CALL TO ORDER

The meeting was called to order at 3:05pm by Jim Vitale.

ACTION ITEMS

Jim Vitale asked to reorder some agenda items to accommodate schedules. Catharine Phillips moved and Ben Sutter seconded to approve the agenda as amended. The agenda was unanimously approved.

Ben Sutter moved and Amy Short seconded to approve the minutes from the September 29, 2015 council meeting. The minutes were unanimously approved.

Susan Greene moved and Amy Short seconded to approve the minutes from the October 6, 2015 council meeting. The minutes were unanimously approved.

Amy Short moved and Jim Vitale seconded to approve the minutes from the October 27, 2015 council meeting. The minutes were unanimously approved.

DISCUSSION ITEMS

Sal Zarzana provided an update on the Strategic Plan Initiative to *Continue Daniel Venables's PLC (Professional Learning Communities) training for all teachers*. The program was started in-house at RHS 2 years ago. The program teaches teachers to 1) review student and teacher work, 2) create common assessments and, 3) review and respond to data (primarily from classroom assessments). In the summer of 2015 Daniel Venables's training focused on item #3. Thirty-five teachers are now trained as coaches for other teachers.

Mr. Huff provided updates on the following initiatives:

- *Establish oversight of proper TAC/HAC (Teacher Access Center/Home Access Center) usage.* Administrators are now charged with oversight of teachers entering data into the HAC and eventually would like Department Chairs to have oversight. Guidelines include teachers having 5 days to enter quizzes and homework and 10 days for tests. Additional time is given allowed for certain assessments requiring more time to grade (i.e. writing assignments). Mr. Huff and Amy Short indicated that email complaints from parents regarding teachers not entering grades into the system are down this year.
- *Enhance student advisement programs to include consistent advisement teacher from 9th through 12th grade.*
This is the second year of students having the same homeroom teacher each year.

- *Develop and implement end-of-semester grade recovery program.*
A program was implemented after first semester last year. The program is voluntary so some students took advantage of it and some did not. Some adjustments are being made for this year. FCS is providing funds this year for teacher salaries for the program.
- *Utilize outside groups to facilitate positive relationships and create role models.*
100 Black Men of America started a mentorship program that included RHS students last year and it is continuing this year. Through HOPE Roswell Mr. Huff has been invited to speak at Roswell area churches about RHS and the school's homeless population. The churches have donated more than \$5000 to RHS students including \$2500 in gift cards that are given to the social worker for distribution.
- *Provide professional development in instructional technology.*
This has been done through the hiring of the Instructional Technology Specialist through last year's Seed Fund money. The feedback from the teachers has been extremely positive.

Mr. Huff also mentioned that the hiring of the Registrar from the Seed Fund money has allowed Student Services to implement/continue with programs for students.

ACTION ITEMS

Mr. Huff nominated Doug Rubin to complete the term (through June 2016) of the vacant Parent Representative seat on the council. The new parent Doug is an attorney. Amy Short moved and Jim Vitale seconded to elect Doug Rubin. The vote was unanimous.

Jim will send Doug's contact information to Kina.

PUBLIC COMMENT

Nan Cooper provided public comment on the Professional Development Days RFF. She gave feedback on variations she sees in teaching success/student learning by what is reflected in Home Access and suggested the school look at these variations as well as look at truth-in-grading. She provided the council with FCS presentations, Standards Based Reporting and Grades.

DISCUSSION ITEMS

RFF Public Comments were shared and discussed.

Jim Vitale said the Technology Committee will get together to address feedback from the Seed Fund Initial Application.

Agenda items for the December 15th council meeting:

- Budget
- Planning through May 2016
- "What is the Strategic Plan?" for Teachers/Staff/Parents
- Superintendent Parent Council Update

Catharine Phillips moved and Amy Short seconded to end the meeting. The motion passed unanimously.

The meeting adjourned at 4:45pm.