

**PH Leadership Team Summer Planning Session  
August 11 & 12, 2009 Minutes**

**Team Members:**

|   |   |
|---|---|
| Dana Griffin (K)  | Tammie Eddins (Reading Specialist)        |
| Beth Mitchell (1 <sup>st</sup> ) Asst. Secretary            | Sandy Seed (Exceptional Children)         |
| Kim Frichauf (2 <sup>nd</sup> )                             | Jeanett Currin Atwater (4 <sup>th</sup> ) |
| Janika Joyner (3 <sup>rd</sup> /Chairperson)                | Jennifer Buckmire (Parent)                |
| Phillip Thomas (4 <sup>th</sup> )                           | Terry Hamlet (Parent)                     |
| Terri Fannin (5 <sup>th</sup> )                             | Pete Rubinas (Parent)                     |
| Chuck Brantley (6 <sup>th</sup> )                           | Darrell Sandiford (Parent)                |
| Jim Hall (7 <sup>th</sup> /8 <sup>th</sup> )                | Janice Frazier (Principal)                |
| Rocquel Erman (7 <sup>th</sup> /8 <sup>th</sup> ) Secretary | Dan Barnwell (Assistant Principal)        |
| Leah Vigus (Arts Specialists)                               | Lori Kleberg (Teacher Assistant)          |
| Deb Minor (Academic Specialists)                            | Rhonda Lemons (1 <sup>st</sup> )          |

Members Present: Dana Griffin, Beth Mitchell, Kim Frichauf, Janika Joyner, Phillip Thomas, Terri Fannin, Chuck Brantley, Jim Hall, Rocquel Erman, Leah Vigus (8/11/09), Deb Minor, Tammie Eddins, Sandy Seed, Jeanett Atwater, Terry Hamlet, Pete Rubinas, Janice Frazier, Dan Barnwell, Lori Kleberg, Rhonda Lemons

**1. Role of the Leadership Team**

- Staff and parent questions, concerns, and/or comments about school procedures and policies should be directed to the leadership team through one of the above team members when possible; concerns will be addressed and honored.
- If staff or parents have concerns regarding a specific individual, those concerns should be addressed with the administration directly. (When possible and appropriate, parents should contact teachers first with concerns.)
- Team will meet the second Monday of each month in the Art room starting Sept. 14; some impromptu meetings may occur throughout the year.
- Meetings will begin at 3:15

**2. Behavior Management**

- Team brainstormed Positive Behavior Support initiative strengths and areas for improvement; PBS Committee will address this.
- Team reviewed 2008-2009 PH Bullying Survey Data; identified areas of strength and areas for improvement. A helpful free curriculum was suggested: [don'tlaugh.org](http://don'tlaugh.org)
- Community Conversations: It was suggested that PH host a variety of experts throughout the year to discuss topics such as parenting, adolescent development, talking to children about bullying, Social Networking Sites, etc.

**3. 2009 PH Climate Survey Results**

- Team reviewed the 2009 PH Climate Survey Results
- Team identified areas of strength and areas for improvement
- Team suggested we complete climate surveys periodically throughout the year

#### **4. Achievement Data**

- Team analyzed EOG test results, disaggregated data
- Identified areas of strength and areas to target for improvement
- A variety of possible strategies were discussed (i.e. lists of essential testing voc.)
- Leadership Team Members will share data with their constituents

#### **5. CCS Strategic Plan/2009-2010 SIP**

- Team reviewed the CCS Strategic Plan
- Team reviewed the 09-10 SIP Template, Goals, Strategies, Action Plans
- The School Improvement Plan will align with the County Strategic Plan
- Team determined to create Implementation Teams to review our progress in relation to the SIP; all certified staff members are assigned to a team. Teams will report back on an electronic template. Team chairs will meet with Mrs. Frazier on Thursday, September 3<sup>rd</sup>. Implementation teams will meet on Tues, Sept. 8<sup>th</sup>. Plans are due to Mrs. Frazier by Monday, September 14<sup>th</sup>. Mrs. Frazier will compile all information and rewrite for document fluency.

#### **6. 2009-2010 Faculty Meeting Day: Tuesdays**

- Please keep this day open for meetings each week.
- Expect most meetings to last from 3:15-4:15
- Tuesday, Sept. 1<sup>st</sup>: First staff meeting. **Extended meeting: 3:15-5:15**

#### **7. Staff-Parent Relationships:** *We are allies and need to foster on-going trust and camaraderie. Belief in the potential of our community and a positive attitude will nurture this relationship.*

#### **8. 2009-2010 Committees**

- Template of year-long committees, clubs, and ad hoc committees was created.
- All staff will work together to help fill and equalize slots.

#### **9. Cafeteria Procedures**

- Team discussed preferences, needs, and concerns.
- Duty-free lunch will continue.
- Cafeteria supervisors will meet with administrators to establish common expectations.
- Teachers and Parents: In light of safety, K-4 will not be allowed to use microwaves.
- Teachers and classes need to be mindful of start and end times for lunch.

#### **10. Computer Lab Schedule:** *Flexible or Finite? Survey forthcoming...*

#### **11. 2009-2010 Duty Schedule- AM/PM/Lunch/ASD**

- Administration will create a roster/schedule with expectations.
- Homeroom teachers are expected to meet and greet students as they arrive in classrooms in the a.m. and monitor p.m. exit.

**•Building will open at 7:15 with one supervisor in the MPR until 7:30. At 7:30, (2) additional staff members will be assigned to supervise. ALL students go to the MPR in the morning prior to school.**

**•Leadership Team members will share other time & duty information with grade levels and work to establish proper supervision.**

## **12. Open House**

- a) Date and times reiterated
- b) Beginning of Year Newsletter

*Leadership Team looks forward to a happy and productive new school year! R.E.*