

MINUTES OF THE
WARREN CENTRAL HIGH SCHOOL
SITE BASED DECISION MAKING COUNCIL
"REGULAR MEETING"
Monday, October 12, 2015

The Warren Central High School SBDM Meeting on October 12, 2015 began at 5:06 in the Conference (Room 144).

Members present: Mike Stevenson, Chair; Naranda Jewell, Parent; Marti Watson, Michele LeNoir, and Aaron Maples, Teachers

Member(s) absent: Mark Thornberry, Parent

Visitors: None

CALLING MEETING TO ORDER

Mr. Stevenson called the meeting to order at 5:03 p.m.

APPROVAL OF AGENDA

The agenda for the October 12, 2015 meeting was presented. Aaron Maples made a motion to adopt the agenda; Marti Watson gave a 2nd to the motion. Motion was passed and agenda adopted.

APPROVAL OF MINUTES

The minutes for the September 14, 2015 were presented. Aaron Maples made a motion to adopt the minutes; Naranda Jewell gave a 2nd to the motion. Motion was passed and agenda adopted.

PREVIOUS BUSINESS UPDATE/REVIEW

- Health and Wellness Policy
 - A group of individuals decide that there is a need for a policy when a policy is developed.
 - Suggestion: Start with something that exists and see how it fits knowing that it's not healthy to just look at an example of a policy and just pick it. It needs to be tailored.
 - There are a few options:
 - One: We can look at this sample as a first reading - - take it and draft it and bring it back and make amendments and have second reading; or

- Two: This can be the first step, read it, and come back at the next meeting. At that point, we can do the first reading.
 - If you choose this way, it will be postponed for a month unless there is a Special Called Meeting.
 - Do we have a deadline? Not that we are aware of.
 - Three: We can go through the sample tonight and consider this the first reading.
 - Does the Wellness Policy have to be this large?
 - The Wellness Policy must have the main components.
 - It's a lot to read now. Why don't we take it home and look at it? It's quite a bit to look at.
 - Q: What are the main components of the Policy?
 - Here is the history and rationale that we do not have to have.
 - Second page: To achieve these policy goals.
 - I have talked to you about committees and my approach to committees.
 - You call it one thing but there is another name for it.
 - Standing and ad hoc meetings - - They are synonymous.
 - You have standing committees.
 - We need committees for certain things - - - then we need to do it.
 - Warren County already has school nutrition operations - - school meals.
 - We don't have to have all of that but you can.
 - We are safe to say that we want to adopt the general guidelines of the WCPS Wellness Policy.
 - We do not have to recreate the wheel.
 - There are existing policies. Our school does not control the nutrition issue from breakfast to lunch.
 - Can we clarify the main components of the Policy and compare it for the next meeting?
 - Our next meeting will be the first read. Make any amendments as needed and have the second reading at the December meeting.
 - Any other questions?
- Walkthrough Updates
 - Our goal is to be instructional leaders in effective instruction. This is the heart of what we do.
 - One of the cornerstones is this issue of engagement.
 - Are the people (students) being engaged and the teacher is the catalyst.
 - This is heart of our work!!
 - 517 visits into the classroom from administrators.
 - Teacher engagement
 - Up and engaged: 382 – 73.9%
 - Seated and engaged: 110 – 21.3%
 - Not engaged: 25 – 4.8%

- I do not know who these 25 are.
 - I am excited about the 95.2% of those engaged.
 - Teachers are glad administrators are in the classrooms.
 - Look at the glass “half full.”
- Student engagement
 - Actively engaged: 374 – 72.3%
 - The students look “with-it”.
 - Passively engaged: 111 - 21.5%
 - The student’s head is up and not doing anything.
 - Not engaged: 28 - 5.4%
 - The student’s head is down.
 - Disruptive: 4 – 0.8%
- 51 visits into the classroom from administrators - - The week BEFORE Fall Break
 - The Leadership Team observation numbers are shared.
 - Are there a certain number per observations?
 - I gave them a large number of 30+.
 - This observation takes 8-10 minutes.
 - In the first observation, the teachers did not receive feedback.
 - Teachers are **now** receiving the feedback from the walkthroughs.
 - Teacher engagement
 - Up and engaged: 42 – 82.4%
 - Seated and engaged: 9 – 17.8
 - Not engaged: 0
 - Teachers were **100%** engaged.
 - Things don’t get better if people don’t get better.
 - Student engagement
 - Actively engaged: 39 – 76.5%
 - Passively engaged: 10 – 19.6%
 - Not engaged: 1 - 2%
 - Disruptive: 1 – 2%
 - Is that 1 class or 1 kid? class.
- I asked the teachers, “Have you ever asked your children what they did today when they were little?”
 - What’s an answer that you get from them? Nothing.
 - What that means is that they cannot articulate what they did or it was not meaningful enough that stuck with them for them to talk about it.
 - We are now asking students what they are learning.
 - 86.3% of students were able to convey what is being learned and it aligned with the learning targets.
 - It’s true. It’s real. It’s authentic. We want to know and we tell people up front and it’s the right thing.
 - If teachers are teaching “checkers” and not “standards” students will not be prepared.

- Teachers realize that the students are accountable for the “standards” and that is the FOCUS.
- Student’s could articulate the learning target
 - 7.8% could not articulate
 - 5.9% tried to articulate
 - 86.3% could articulate
 - Shouldn't a student be able to articulate what they are learning? Yes.
- When we write down, verbally explain, and refer back to learning goals, all people learn. Then make them tell it back to you periodically throughout the lesson. Then it goes through the roof.
- Any questions?
 - It helps me to see if my perception of what is going on in the classroom is what I think.
 - It seems to be very detailed. It's that students are able to tell you something back.
 - Some of the students like it. They are starting to be proud of themselves for being able to articulate it back.
 - It's made me better as a teacher.

NEW BUSINESS

- Celebrations
 - Homecoming Week
 - We want the Bonfire big!! We want people nervous about the fire.
 - This is a good thing that your school is doing.
 - People coming together and recognizing students is valuable.
 - Students are proud to be recognized in front of a lot of people.
 - FCS students are making refreshments for the dance.
 - The program is what we have now and what will have later.
- School Finance
 - Bookkeeper Update
 - Mrs. Haley has resigned.
 - Current softball coach possible bookkeeper
 - She has 8 years with Stewart Richey in accounts payable
 - Want her to meet with Central Office to ensure she has the capacity to do the job.
 - If this happens, I will come to you for consultation.
 - Activity Budgets
 - There is ongoing communication for all parties involved to understand budget issues
- SBDM Policies: WCPS vs. WCHS Policies
 - The Wellness Policy may be the District Policy.

- The Wellness Policy has not been included for the high school.
- We were told this summer that it would be updated for high school.
- This is specific that you have to include physical education as a part of the instructional day.
- In elementary school, recess could not be included in the instructional day.
- Has WCHS policy been aligned to WCPS required policies?
- We need to make sure that everything that is a “must” is included.
- Did Mrs. Goff tell us this summer that it is?
- I am glad to hear that everything that is in WCHS policies is in WCPS policies.
- It was submitted and approved but holes were found.
- Do we have a policy that deals with Advanced Placement, IB, Dual Enrollment, Dual Credit? Yes, we do.
- This is your minimum. You want to have things that are necessary and must have.
- Are there any gaps in the policies? Check with Mrs. Goff.
 - What is the amendment process?
 - Is Mrs. Goff going to say that the policies are not in order?
 - I would have thought they would have been since they were revised November 2014.
- We have not had committees in a long time.
 - As a committee, you can have as many as you want.
 - They have to meet, have minutes, etc.
 - Why do we have standing and ad hoc committees?
 - They are synonymous.
 - See, I thought they were different. I thought ad hoc came together for a particular purpose and disbanding after it was over. And standing committees are used every year.
- We need to have a “plan.”
- We need to be as effective as we can for kids.
- CSIP committees worked well the past few years.
 - Each group had a head.
 - We met to discuss the CSIP.
 - This was a very effective process.
 - There were responsibilities that were required by each teacher on the CSIP.
- The CSIP is supposed to be a living, working document that captures who we are and what we are doing.
- A major component of the CSIP includes many people from many components.
- Identify those things that have high leverage and do them well.
- Consultation
 - In filling an English position, there should be an English teacher in the interview.
 - I do not use the Council for interviewing.

- P. 4 tells you who should be included on the committee when hiring certain individuals, i.e. assistant principal, guidance counselor, etc.
 - You should protect yourself now and in the future.
 - SBDM members can be the first layer to determine which parts of the policy are required. This is to inform policy realities in an effort to get Mr. Stevenson up to speed.
 - When equipped, he will bring before the Central Office.
 - Every month we will focus on a portion of the policies until finalized.
 - What does "non-instructional time" mean?
- Data
 - 100% ESL students were Novice.
 - Not all of them have to be Novice.
 - How are students doing in one class compared to another?
 - Communicates what it is.
 - Let's teachers know what the principal knows.
 - Met with Judy Brooks - - Retired Math teacher - - to share math results.
- International Center Trip
 - November 8-10, 2015.
 - New York.
 - Going to learn the strategies of a diverse population.
 - If we can get that population off of the school, that would be a good thing for WC.

PERSONNEL CONSULTATION

- n/a

MOTION ITEMS

- n/a

AUDIENCE COMMENTS

None.

COUNCIL QUESTIONS AND/OR COMMENTS

- Do we have any choice in how PLCs are being implemented? Dr. Franklin is planning to begin a book study. She plans to use one PLC each month.
 - Dr. Franklin is in our building as a resource to WC.
 - Mr. Stevenson is WC's instructional leader.
- When is the Student Voice electing their class sponsors? The class sponsors are actually for the Student Government. Human voice matters even with kids.
 - There needs to be a sponsor for every grade of Student Government.

ADJOURNMENT

There being no further business a motion to adjourn was made by Aaron Maples until our next meeting on Monday, November 2, 2015 @ 5:00 p.m. and 2nd by Michele LeNoir.



Mike Stevenson, Chairperson



Rita Daniels, Recording Secretary