

# Charles D. Owen High School Improvement Team

SIT Minutes October 20, 2016

## Open Session Minutes

The School Improvement Team met at 3:15 p.m. in the the Media Center. Team Members present included:

### Members in Attendance

Katie Porter, Chair

Andrea Stewart, Curriculum

Allyn Adcock, Parent Community Relations

Katie Swinney, Climate

Jackie Dirscherl, LIT

Samantha Gallman, Media Center/Instructional Support

Meg Turner, Principal

Bebe Tarleton, Assistant Principal

Kiran Sigmon, Parent Representative

The Chairperson, Katie Porter called the meeting to order at approximately 3:15.

### Actions Taken:

- 1) Approved September Minutes.
- 2) Plan for future chairmanship of the SIT Committee. Allyn Adcock as chair elect will move into chairmanship when Katie Porter moves to be with her husband in Charleston.
- 3) Working Conditions Survey. Katie Swinney will attend the Teacher Working Conditions Survey at the Interactive Workshops.
- 4) The following committee chairs will contact potential parent volunteers .  
Katie Swinney- Beth Frith  
Parent - Heidi Blozan & Sylvia Bassett with Green Schools Group  
LIT - Margaret Hurt 669-4878, or Laurin Cook 910-232-7679, or

Shannon Gregg 691-2854 or 298-4440, Ben Keith 828-803-9985

PBIS - See the same list of people above

### Committee Reports

**Curriculum Committee;** Andy Stewart: The committee focused on field trips. There is a concern over the number of students out in field trips and timely information regarding attendance on the field trip. The burden of the posting is on the teacher. Field Trip teacher sends information about who is going, who is actually on the trip, to Debbie Taylor and she shares information with teachers.

- ❖ We would like to see field trips posted in ONE place--like the school calendar; it has become almost impossible for teachers to manage the lists of students on them and take roll accurately. **Sharing the bus calendar is a possibility. We also can go back to the bulletin board.**
- ❖ **Trips are too much to add to Sunday afternoon announcements. Teachers must make these announcements.**
- ❖ Teachers must start signing the permission forms FIRST; this way the parents are aware of student absences and grades before they decide if their child should attend the field trip. **Mrs. Turner is reinforcing this on Sunday afternoon announcements.**
- ❖ The Committee is requesting that teachers refrain from taking students on field trips for the last 10 days of regular class instruction PRIOR TO FINAL EXAMS. If this is acceptable, we would like the administration to send out a reminder to teachers about the deadline. **This was confirmed by the SIT. This semester it will be Jan. 3-24. Dec. 20 is the last day for field trips for this semester. Spring semester could possibly by May 19 as last day for trips. May 22-end of school, no trips. Are there exceptions for competitions?**
- ❖ The Committee also requests that new teachers receive really clear instructions about this policy as well.
- ❖ We did discuss the idea of whether or not teachers should have “limits” on how many field trips they take, but we did not conclude that they should.
- ❖ Finally, the Committee really would like a deadline of notification about upcoming field trips--we are suggesting that staff should know about trip one week in advance of the trip. **This is impossible; especially in terms of competitions.**

The final recommendation of the curriculum committee to “black out” the last 10 days prior to a final exam from field trips was approved by the school improvement team. For fall

semester 2016 - 2017 the last day for field trips is December 20, 2016. The likely last day for field trips in the spring is May 19, 2017.

**Climate Committee;** Katie Swinney

Student events subcommittee is happy about homecoming.

Ideas for future events

- Possible spirit week in the spring, impacts many groups.
- Ice Cream Social Nov. 4, Friday.
- SnowBall Dance
- Scholarship Recognitions / Spring Spirit Week

Wellness (Jenny Johnson chair) subcommittee 2 goals

- Faculty access to the workout room. Jenny will update the log for teacher use.
- Students ?

Courtesy subcommittee.

- Mr. Pasour is accepting funds and will publish information about policies and funds.
- Why is Courtesy under Wellness?

The Climate Committee will discuss the organization of the committee and subcommittee structure and make a recommendation to the School Improvement Team.

Diversity subcommittee is developing a calendar for the year and has a lot of good energy.

**LIT/Tech;** Samantha Gallman representing for Jackie Dirscherl who missed the LIT/Tech team meeting

- Plan for Sharing Technology in place, a calendar is being developed for T& L/ Tech Bytes training, On-line newsletter.

**PBIS;** Jackie Dirsherl for Derek Poteat

Students having lunch being served by a faculty member. Also, a faculty member being served lunch by other faculty.

**Parent Community Relations;** Allyn Adcock

Green Schools Committee

- Green Team No more styrofoam trays started on Monday.

- Garbology project hosted by Warren Wilson to collect data about our waste. A video will be made to play in the cafeteria about how to help with this mission. Students could share the program district wide.
- Ms. Hobbs has Green Team
- Mr. Mallory's classes have finished Bat Boxes and Birdhouses. They are working with Mr. Pasour on planting native plants in an outdoor classroom area and butterfly attracting plants in the front of the school near commons area entrance.

#### Eblen United Way

- Walk / Roll / Run would like more of a turn out.
- Toy Drive will be starting.
- Eblen Pumpkins are being sold.

#### PTSO

- Tech Product for teachers to win thru a raffle.
- Teacher mini-grants, PTSO is raising money to continue this program

#### Other Business

##### **Accreditation**

Each school prepares for the visit.

- Writing a narrative about our school
- Standards for our school / Self Assessment / Evidence
- Surveys were taken at the end of last school year.
- 5 Standards issued to Planning Period Groups  
Small groups

Next meeting Thursday, Nov. 17