

Steering Committee Minutes – 12/08/04

Members present:

Staff (if not marked out):

Melissa Troxell (chair)	Jay Roth (chair)	Cathy Bolek
Mary Ellen Butler	Chris Church	Diane Crain
Lynn Crandall	Joyce Crumpley	Shannon Cuff
Connie Dunn	Emm Foster	John Hartley
Brian Latham	George Lindsay	Susan Marcum
Vicki Meraz	Susan Parrish	Judy Scroggs
Don Tuck	Jolene Welsh	Phil Wickwar

Students:

Scott Halle; Kelsey Jones

Parents & BOE* Member:

Barbara Wells; Kim Holaday*

Also present: Mr. Ramsey

Agenda Item 1: Attendance reminder and SIS web package

Melissa brought the meeting to order asking leaders to remind the teams to double check students' attendance and follow the new attendance policy (on 8th students are not allowed to make up work – see handbook).

School is purchasing the SIS Web based program. **Teachers should send any e-mail address of parents they have to Jolene or a counselor** and they will compile a list.

Agenda Item 2: Parent involvement – CSIP follow-up

Joyce presented two proposals for parent involvement in the school: Open House and a Spring Technology Night. **Leaders are to take the proposals back to their groups for feedback.** Send feed back to Joyce Crumpley (or bring to next Steering Committee meeting).

Agenda Item 3: Finals schedules

Eric Ramsey presented the [*REVISED*] semester test schedule, with explanation of why most hours have to be on certain days and hours. **Leaders are to discuss with their groups if they wish the semester test schedule to go through the ALC process or is they wish just to let this be an administrative decision.** Send feed back to Mr. Ramsey.

Also, **teachers should e-mail Mr. Ramsey** if they have any comments on students leaving early during semester test schedule.

Agenda Item 4: Discuss "Conscious Steps" survey

Melissa discussed that on January 10th our ALC program will be evaluated. The committee went through the ALC survey and voted on each component.

New Business:

Chris suggested that we need better instructions for facilitators when surveys are given out, so teachers understand just what is expected of them.

(cont'd)

Steering Committee Minutes – 12/08/04

Susan Parrish suggested that all Department heads that are not involved as coaches for ALC should be reviewed with the information that the coaches receive at their meetings, as part of our Department heads do not attend the meetings and may not know what was discussed.

Meeting adjourned at 4:00 PM.

Minutes submitted by: Joyce Crumpley