

## Steering Committee Minutes – 11/10/04

Members present:

**Staff** (if not marked out):

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

**Students:**

Kelsey Jones

**Parents & BOE\* Member:**

Barbara Wells; Kim Holaday\*

**Also present:** Nancy Ipock (proxy for S. Parrish)

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### **Agenda Item 1: Field Trip form**

Melissa asked for any feed back on the field trip form that practical arts group has been working on. None was given.

### **Agenda Item 2: CSIP Feedback**

Melissa asked for feed back on CSIP. There was some concern that the forms had some confusion of names responsible for the actions that needed to be taken. It was decided that the forms needed some clarification and to be re-written, in outline form, to avoid this confusion.

Discussion over CSIP included:

- Purchase of the SIS web-package to improve parent contact.
- Need for another SIS in-service day to continue to aid teachers to learn the SIS system.
- Department heads were to again review the CSIP plan with their groups and make sure all understand.
- Also if any teachers have e-mail addresses of student parents they may turn them in to Jolene to compile a list.

### **New Business: Friday, 11/12/04 – Early Release**

Mr. Tuck reviewed Friday's in-service schedule and will e-mail teachers the schedule.

Meeting adjourned at 3:30 PM.

Minutes submitted by: Joyce Crumpley

***NEXT STEERING COMMITTEE MEETING WILL BE DECEMBER 8, 2004.***

*The Steering Committee does not make decisions; we guide the staff in order to reach a consensus.*