

Attendance: Stephen Ciarcia, Judith Perloth, Tania Giordano, Nancy Kafoglis, Sharman Tait, Chris Kafoglis, Rachel Sexton, Chris Willems, Shelia Brantley, Rose Coggins, Samuel Marquez, Carole Bass.

I. Members approved February 11, 2009 minutes.

II. Old Business

a. Administration response to requests/recommendation (Steve)

i. After school token procedure

- . Student can obtain a token from the office staff until 6:00pm for staying after school for extra help with a note from the teacher.
- . Notification of the procedure: Staff through email, parents through web site and students through school announcements. Steve agreed to inform all three groups.

ii. Course catalog

- . Timetable delayed this year because of need for Tenex changeover before student schedules are entered.
- . Administrators and guidance will meet about year change, course guide and courses to be added.
- . SPMT requested a generalized time table for course sheets from year to year.

iii. Technology update from Kevin re: transcript program - still in process.

iv. NEASC PD time

- . Chris Kafoglis will meet with Sheila Williams to plan the NEASC dates. Sheila needs to know the total time necessary for the three suggested meetings.

v. Administrative presence at meetings

- . Rose affirmed that the SPMT administrative liaison's schedule will be cleared so that he/she can be in attendance at all meetings.

vi. Curricular Departments

- . Steve confirmed that administrators will report the results of their departmental discussions about the potential 2010-2011 course guide to the SPMT Committee by May 27, 2009.

b. Comer Model and role of SPMT

. Guest speaker: Shelia Brantley

- . gave stock cards and discussed each role of SPMT members
- . SPMT should help plan and monitor School Improvement Plan
- . SPMT needs to obtain material from data teams
- . a representative from each department, secretarial staff, custodial staff, an administrator and student body should be present for collaboration
- . supported the reinstating of the social sunshine club for boosting staff morale
- . agenda and minutes should be emailed to all staff
- . post minutes on the community bulletin in the library and main lobby of school
- . SSST should report to SPMT
- . use no fault problem-solving

e. Morale/Booster Club and Sunshine Club

.Rachel plans to send an email to all faculty and staff seeking volunteers for these two clubs.

III. Committee reports

c. PTO report

.Nancy mentioned that the course selection presentation for the parents was a worthwhile event. Discussion followed on the topic of low attendance of parents both for the program and the report card night. PTO gave funds to help defray the cost of the Shakespeare play.

IV. New Business

a. School Improvement Plan

.Chris W. told us at a February 10 meeting, the committee learned that all of the three Tier II indicators are not necessary. Important to continue focus on Reading for Information. Recommendations from the state consultant will be used to rewrite the SIP.

Next meeting February 11, 2009

Meeting adjourned 3:30

Judy Perlroth