

School Improvement Team Meeting Minutes for August 20, 2012

Attendance:

X	Michael Fuga	Principal
X	Lance Scott	Assistant Principal
X	Diane Moser	Voyagers Teacher
X	Amy Scott	Navigators Teacher
X	Glenn Estacio	Pathfinders Teacher
X	Sarah Jamieson	Pioneers Teacher
	Michael Bloom	Explorers Teacher
X	Amber Cline	Dreamseekers Teacher
X	Cassie Abels	EC Teacher
	Lois Hodge	School Counselor
		Electives Teacher
	Erica Clinton	Classified Staff Rep.

X	Jenny Umbarger	Support Faculty
X	Dov Rosenberg	Teacher-At-Large
	Monique Holsey-Hyman	Parent
X	Ann Rebeck	Parent (cycling off)
	Julie Edmunds	Parent
	Tamara Coyne-Beasley	Parent
X	Francelia Burwell	Parent
X	Ve'ga Swepson	Parent
X	Kim Broadnax	Parent
X	Lauri Brandenburg	Parent Alternate

Others in attendance:

Linda George—RHMS Instructional Facilitator

David Stein— Education Partnership Coordinator, Duke Office of Community Affairs

Kim Deck—PTA president

Meeting was called to order at 3:21

Start-Ups: Outcomes One

- Committee members introduced themselves
- Minutes from last meeting were not available for review/approval
- Future agenda item should be DGIN—update on grants awarded last year and discussion of how much money is available for this year

Desired Outcome Two:

- Communication—Mr. Rosenberg was not present during this part of the agenda to provide an update
- Summer reading
 - information was sent out to all rising 6th grade students that included suggested reading list and DCL summer reading program information
 - Ms. Rebeck is continuing to communicate with Karlene Fyffe to improve and increase participation and collaboration with the schools
- Changes to Core schedule
 - Some students are really excited about some of the opportunities
 - Teachers shared their experiences; committee members provided suggestions

Desired Outcome Three: Review +/-delta for open house

- Committee members shared feedback from open house and discussed possible improvements
- Ms. Rebeck will organize feedback and share with appropriate staff for future planning (see final page for documentation)

Desired Outcome Four: Brainstorm list/Review draft brochure

- Brochure not available for review, but committee discussed “best practices” on tours
 - Currently 8th grade students do tours, meet with Mr. Fuga
 - Make sure student are trained and have talking points
 - Scheduled times (during the day to see school day, but also offer other times on evenings/weekends)
 - Align ourselves with lottery process
 - Meet a teacher during the process
 - “A day in the life” information on webpage
 - Add school data to webpage
 - Track numbers of who attended tours and who actually attends; follow up email (electronic sign in)
 - Talk to another parent (of student currently attending) when touring
 - Ensure teachers know schedule of tours
 - Magnet fair process

Desired Outcome Five

- Chair Election
 - Ms. Edmunds and Ms. Coyne-Beasley were both nominated but not present, so Ms. Rebeck will contact them to see if they are interested in serving as chair/co-chair
- Set Meeting Dates
 - Monday, September 10—2:45-4:45
 - Remainder of dates will be discussed/set at next meeting
- 2012 Data
 - Committee members received data to review prior to next meeting
 - Request made for data on cohorts of students

Meeting adjourned at 4:19

Next meeting: Monday, September 10 2:45-4:45

Snacks: Mr. Fuga

**Rogers Herr Middle School
School Improvement Team**

**August 20, 2012
Additional Meeting documentation**

Plus/Delta for RHMS Open House

PLUS	DELTA
<ul style="list-style-type: none"> • Warm Environment • Good Turnout • Staff does a great job • New mats in the front entrance 	<ul style="list-style-type: none"> • 7th/8th grade to go to end of hall to keep down the crowding in the main part of the lobby • Different day for 6th from 7th and 8th • Let 6th grade spend a half day at the school possibly with parent • 6th grade needs more time • Look to 7th grade PIN as a model for the 6th grade • Put information online on home page if possible • More iPads for use at Open House • Orchestrate parents through the 6th grade more effectively (group families by topic or send through following their child’s class schedule) • Invite parent back for a PIN later • Order good weather • Stagger time the parents come

RHMS Tours – Best Practice

- Trains student tour leaders in talking points
- Utilize NJHS
- Schedule: daytime to see what is happening at school
- Parents should be able to schedule their own tour if really needed
- Put information on the marquee
- Put tours after lottery choices are made
- Suggested a Saturday morning tour
- Create an evening event
- Have the tour meet a teacher
- Update the webpage – “Day in the Life”
- Track attendees – sign-in and get emails for follow-up
- Alumni talk to parents
- Have a parent present at the tour
- Advertise to the elementary schools