

# Site-Based Committee Meeting Minutes

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## Parkwood Middle School

3219 Parkwood School Road

Monroe, North Carolina 28112

December 5, 2013

3:45 pm

### Committee Members:

Lisa Chapman, Media Coordinator, Chair	Jeff Kraftson, Principal
Darleen Morris, 6 <sup>th</sup> grade teacher	Dan Edwards, Assistant Principal
Michelle Melton, 8 <sup>th</sup> grade teacher	Amy Pighin, 7 <sup>th</sup> grade teacher
Allison Bolen, Guidance	Nicole DePietro, Related Arts teacher
Debbie Gaither, Parent Representative	Shauna Camp, Assistant
Sabrina Clontz, Parent Representative	Dierdra Bortny, Parent Representative

### Welcome/ Moment of Silence:

The meeting was called to order by Lisa Chapman on Thursday, December 5, 2013 in the Parkwood Middle School Media Center. Lisa Chapman welcomed everyone and a moment of silence was observed.

### Approval of Minutes and Agenda:

The last month's Minutes were approved as written.

The current Agenda was approved as written.

### New Business

School Improvement Plan:

- Mr. Kraftson walked the site based team through the School Improvement Plan.
- The plan is made by looking at scores and reflecting on what we need to work on. Parkwood Middle School exceeded expected growth last year and we want to continue to grow this year.

Minutes submitted by Nicole DePietro

- Mr. Edwards moved to approve this year's school improvement plan, Ms. Bolen seconded it, and motion was carried.

#### Laptop Discipline Policy

- Mr. Kraftson proposed a Laptop Discipline Policy. This policy was designed to reflect what will be expected from students when they go to the high school. He asked the site-based committee for feedback on the proposed policy.
- Ms. DePietro suggested a set period of time rather than saying students will lose their laptop for the semester. That way a student who lost their laptop in October and a student who lost their laptop in January would have an equal repercussion.
- Ms. Chapman brought up that teachers would like to see something brought into the policy for students who refuse to bring their laptop into class.

#### Open Forum

- Ms. Gaither asked if we communicate with other schools whose test scores are higher to ask what they are doing. Mr. Kraftson responded by saying schools communicate and collaborate with other schools including sharing strategies and best practices. Teachers will be meeting next week to discuss data and how to evaluate it to improve our scores for next year.
- Ms. Bortny asked about where to find long-sleeved collared shirt. Ms. Pighin will speak to her students and communicate with Ms. DePietro. She will contact Ms. Bortny.
- Ms. Gaither asked if we have any academic groups on campus. Mr. Kraftson brought up the idea of IE being a time where academic groups can meet. She also suggested a class to teach students study and time management habits. Mr. Kraftson said that this might be an endeavor that the Guidance Department will take on after the Winter Break.

#### Adjournment:

The meeting was adjourned at 4:57

#### Next Meeting:

January 16, 2014