

Site-Based Meeting 9/14/22

	Site-Based Leadership Team	Present Y/N
English	Jaclyn Atwood	Y
Math	Susan Burns (PD)	Y
Science	Katelyn Morse (Policy Review)	Y
Social Studies	Olivia Primm (Student Life/Advisory)	Y
Information Systems	Patti Griffin (Student Life/Advisory)	Y
Medical Sciences	Angelia Turner (Student Life/Advisory)	Y
Performing Arts	Alyssa Casey	Y
Pre-Engineering	Jon Hidalgo (Policy Review)	Y
Transportation	Scotty Page (Student Life/Advisory)	N
Other Special Areas	John Tiller (Morale/Social)	Y
Student Support	Tammy Tweed	Y
Classified Staff	William Smith	Y
Principal	Kevin Beals	Y
Assistant Principals	Michelle Newnam	Y
	Thomas Stewart	Y
Parents	Kaylee Meyer	Y
Students	Cora Sokhi	Y
	Ramya Ananthraja	N
	Vaishali Gupta	Y
	Shirley Lin	N

Agenda Items:

Item	Person Responsible	Discussion/Information
Welcome	Kevin Beals	Welcomed members to the first meeting and thanked them for their time and leadership. Gave a special welcome to our current parent and student representative.
Process for adding additional parent and student members	Michelle Newnam	Dr. Newnam has already sent out information to our students to garner interest on who would like to serve on our team. Students were asked to cast a vote for the people they feel would best serve our school. Results were shared earlier in the day and two members were able to make it to the meeting. A similar process will be followed to solicit more parent representatives. The Cougar Chronicle will be used to gather interest, and we will move to voting from there. The goal is to have full representation by our next meeting on October 12.
Committee-based Approach to Distributed Leadership	Kevin Beals	One of our goals as a school is to work toward the ideal that we are #OneCATA. Building collective efficacy through a model of distributed leadership will empower teachers to be the vehicles of improvement and change. Through conversations this Summer with teachers and staff, and teacher survey results, we have established 4 committees/areas for improvement. 1. Teacher/staff morale 2. Professional Development 3. Policy Review - Mission/Vision/IB alignment, other policies 4. Student life/Advisories The goal is for our teachers to formulate plans/action steps to be carried out across the year for continuous improvement.
Comprehensive Needs Assessment (CNA)	Kevin Beals	Each of our 12 school-based groups (departments, etc) has a representative on our Site-Based Team. Each group offered their own

		ratings for each indicator on the CNA. Mr. Beals compiled the results of the group and averaged the ratings to determine our school's current state. Mr. Beals shared the results with the team members and noted some areas that stood out - professional development and distributed leadership among them. This was an indication that our areas of need are appropriate and worth the efforts for improvement.
Meeting Schedule	Tom Stewart	2nd or 3rd Wednesday of each Month in the Media Center from 4:00-5:00 9/14, 10/12, 11/9, 12/14, 1/11, 2/15, 3/15, 4/19, 5/17 Committees will meet in the weeks between and will update the team on action steps, etc. Schedules are posted on the CATA Staff Canvas page for easy reference.
Club Proposals	Tom Stewart	Clubs pending approval Origami Club - Turner sponsoring Mu Alpha Theta - O'Connor sponsoring ASL Club - Burns sponsoring FBLA - Griffin sponsoring FCCLA - Casey sponsoring SNHS - Morse sponsoring All were approved.
Calendar Priorities	Kevin Beals	The district is asking for each school to submit their calendar priorities for next year by ranking items in terms of importance. Mr. Beals will send out information to each site-based staff member to get input from their teams. He will then compile the results and submit for the school as a whole. One additional question was asked regarding the importance of completing the first semester prior to winter break. This is especially important at the high school level.
Committee Brainstorm	Kevin Beals	The team offered some potential areas that our committees may consider when meeting for the first time in early October. Morale: Staff polos/professional gear (especially for those new to CATA, solicitation of donations from local businesses and supermarkets, partner with Mrs.

		Meyer/PTSO Hospitality team on efforts to boost morale. Admin item - offer feedback during walk-throughs with more regularity PD: Short sessions by those who know ways to enhance the use of canvas, and other technology tools, PD on the use of instructional technology in the classroom, Facilitating group work, Sharepoint (G. Cochran). Policy Review: Focus on Mission and Vision statements and alignment to IB, Dress code revision, Student Life/Advisory Time: Menu of ideas that would be good opinions for teachers to utilize for Advisory at each grade level, Process for accounting for student movement during Cougar Time
Adjourn	Kevin Beals	Meeting ended at 4:59