

School Improvement Team – 10/3/2016

Meeting began at 5:42

- Ms. Joyner-Ricci invites Ms. Raphael to read the minutes from the last official meeting. Mr. Hulbert read the minutes from the principal selection committee meeting.
- There was a discussion about what qualifies as a community member.

PTSA Report

- Mr. Wilkes announces that there have been two new parents selected as SIT members. Tony Nicholson and Mrs. Levia Shepherd. Mr. Wilkes invites any question about the election process. There were nearly sixty votes on the representatives.

Voting Rights

- Question posed as to whether we should extend voting rights to the STAC member. This has been tabled several times.
- Ms. Couch motions to not extend voting rights due to double representation of departments.
- Vote confirms that voting rights will not be extended.

Honor Code Ratification

- The code has not been ratified yet, but there should be a copy in their email.
- Decision to move down the agenda due to new SIT members not receiving the email.
- Parent representative asks that the SIT email list is fully updated.

SIT Officer Election

- Elections need to be made for parent co-chair, faculty co-chair, and recorder of the minutes.
- Mr. Hirsch is nominated and is voted in to continue as parent co-chair by unanimous vote.
- Ms. Joyner-Ricci asks for nominations. Ms. Raphael is nominated, Ms. Couch asks for the SIT representatives to be listed. Ms. Raphael is voted in by unanimous vote.
- Mr. Holthaus is nominated for the position of recorder by Ms. Raphael per his permission. He is elected via unanimous vote.

Principal Selection Committee Plan

- Ms. Raphael asks the SIT team to review a handout with important dates as we prepare for assemble the Principal Selection Committee. This also includes the list of information for faculty and staff, as well as information on nominations and the structure of the ballot.
- The information will be sent out by Ms. Raphael tonight to the faculty and staff.
- There is a discussion of when the nominations need to be cut off by. Ms. Raphael proposes Thursday October 6th. Ms. Bell asks that we extend that time to 4:30 Thursday afternoon. Ms. Raphael agrees.

- Ms. Raphael proposes voting on Monday and Tuesday of next week (10th and 11th) ending at 4:30pm on Tuesday afternoon.
- The ballot box will be placed in the main office “hallway” between Ms. McEntire’s and Dr. Chisnall office.
- Mr. Hulbert, Eric Hirsch, Todd Cromer and Margaret Burns all volunteer to help with ballot counting.
- Ms. Bell expresses some concern about the limited time-frame, Ms. Joyner-Ricci and Ms. Raphael remind the SIT Team that if we do not manage to meet the diversity requirements we need enough time to correct that before the October 14th deadline.
- PTSA Rep, Mrs. Rebeck, stresses that deadlines are more flexible than they seem, and proposes more dialogue with McLean.
- Mr. Hirsch asks for confirmation about where the burden of diversity lies and how the district enforces this. The district will ask for us to increase diversity if the school’s selection of committee members is not diverse enough on its own. Mr. Hirsch still expresses some concern about the process if it will eliminate voted positions for the purpose of diversity.
- PTSA rep expresses concern about ESL Family input in the process, as well as EC families.
- Ms. Couch asks that the committee requirements be revised so that the committee reflects the diversity of the school, as opposed to the staff. This is due to the fact that the diversity of the staff does not reflect the demographics of our school. Ms. Couch then expresses similar concern to Mr. Hirsch about how the district will replace members if the diversity of the nominees does not meet the district’s requirements. Ms. Couch asks that we clarify the process and need for selecting a diverse committee.
- Mr. Hirsch still has lingering concerns about the will of parents and faculty based on our version of diversity if it does not reflect the expectations of DPS.
- Ms. Joyner-Ricci clarifies that we need to clearly define what we mean by representation of diversity.
- Parent Rep contributes by stating that the blurb on nominations can help ensure that even if a nominee is not themselves representative of the school’s diversity, a bio can help communicate that some committee members are qualified to advocate for a group (for example, ESL or EC students.)
- Ms. Couch provides a list of voices that need to be represented:
 - Parent
 - Community
 - BT Teachers
 - Experienced and Veteran Teacher
 - Male
 - Female
 - Black
 - Hispanic
 - White
 - E.C.

- A.P.
- Pathway
- Mr. Hirsch reminds the SIT team that there are opportunities to enter these communities in order to bring pertinent information to the committee regardless of who is placed on it.
- Another parent rep states that we won't be aware of diversity until we have the parents decided. PTSA rep states that they already have 10 candidates, and expects a final decision to be made soon.
- Ms. Raphael proposes we change the language for the ballot to stress diversity of school instead of staff.
- Ms. Raphael asks that we meet again on Wednesday the 12th at 5:30 for the Diversity Balance Meeting to finalize before sending the nominees to Dr. McLean.
- Parent wonders why this is not done online. Ms. Raphael states that this is not available to all the classified staff, who might not have access to computers.
- Discussion ensues over google forms as a viable form of voting, as long as we can ensure one unique response using DPS single-sign on system. We agree to continue using a paper system.
- Ms. Joyner-Ricci suggests that we include Ms. Couch's list on the nomination email.
- Ms. Burns asks if we will include blurbs on Ballot or email. The SIT team agrees that the blurbs are emailed and that there is a paper copy for classified staff.
- Ms. Couch asks that any suggestions for a community member be placed on the ballot. Ms. Raphael plans to include a section for community member on the ballot.

Job Description

- Ms. Couch asks that the fourth bullet be moved to the third bullet to ensure that it is alphabetically organized. Motion is made and seconded. Ayes have it.
- Parent Rep. raising concern over vague language defining "goals" and the importance of diversity in the job description.
- SIT team moves to accept changes made and send them to Dr. McLean.
- Issue raised over the qualifications including any administrative experience above 3 years. Ms. Joyner-Ricci explains that this was done to ensure we have a broader selection of applicants.
- Motion made and approved to accept changes.

Honor Code Policy

- Mr. Boyce reviews the language changes suggested at the previous meeting to ensure that the Jordan Honor Code is in compliance with the District's requirements.
- Mr. Boyce asks that the SIT team improve.
- Ms. Couch raises concern with disputed violations and first offenses. Asks that both steps include parent, teacher, student, and administration involvement. Particularly administrator presence for disputed violations.
- Mr. Boyce then pulls up the word document to make these changes before a motion is made by Ms. Couch.

- Motion is made and approved to accept the changes made.

Meeting is adjourned at 6:54