

**Hill Regional Career High School  
School Planning & Management Team (SPMT)  
September 11, 2019  
2:30-3:30 pm ~ Main Office Conference Room**

**Norms (2018-2019):**

- Start on time and end on time
- Members should provide a substitute if they cannot attend meeting
- Adhere to the principles of collaboration, consensus, and no fault problem solving

**Roles (2018-2019):**

- Chairpersons – Phil Schneider, Funmilayo Ukah (April, May, June)
- Facilitators – John Donahue
- Note Taker – Wendy Decter
- Time Keeper – Nebouvailo

<b>Time</b>	<b>Purpose</b>	<b>Activity/Event/Key Points</b>	<b>Speaker</b>
2:30 pm		Roll Call	
2:35 pm	Review	Review Norms and Modify (if necessary)	SPMT Chair
2:40 pm	Discuss	Assign Roles	SPMT Chair
2:45 pm	Review	SPMT Meeting Minutes – June	SPMT Chair
2:50 pm	Review and Discuss	Comer Committee Minutes	Committee Reps
2:55 pm	Update	School Improvement Plan and RISE	Dr. Parrish
3:00 pm	Discussion	Objectives for 2019-2020	All
3:10 pm	Discussion	School Activities and Clubs <ul style="list-style-type: none"> <li>● Upcoming activities for SPMT approval</li> </ul>	Activities Committee Rep
3:15 pm	Discussion	Parent Voice	Parent Rep(s)
3:20 pm	Discussion	Student Voice	Student Rep(s)
3:25 pm	Review	Meeting Decisions and Points of Action	SPMT Chair
3:30 pm		Meeting Ends	

- Actions:
1. Send e mail to history and PE to indicate we need representatives to SPMT. Schneider
  2. Ask Wayne to make SPMT link more prominent and put the dates there as well. Schneider
  3. Send survey to faculty re: changing advisory to after 1st period and before 2nd period. Westefeld
  4. Send out script for student led conferences. Teachers will touch base on 9/23 and meet on 10/7 to organize the pilot program of student led conferences.
  5. All-continue to think about objectives for SPMT.

6. Decter-create sign up sheet for student participation in SPMT. Share with KGS.

Safe School Committee: requests time on October 21st for bullying presentation. Oct 20-27 is Safe School week. October 21st is an option for 9th graders and Nov 13th for another grade. Please present plan to SPMT on October 8th.

Capstone-144 seniors. 6 ½ year Capstone sections. Donahue/Kane/McTague. Will we have ½ days for Capstone Presentations? We do not know yet. **Another email sent to Whyte requesting status of original request by Parrish on 9/11/19**

Discussed having juniors more involved in Capstone. Creating a resource list for mentors who are willing to work with students. Involving Activities so student know how to schedule activities for their share outs.

SSST-schedule meetings during GLT times so teachers can attend. Initial referral on quicklinks.

Parrish: See report in folder.

NEASC report sent out to all on October 1st. We have to tie our priorities to the district priorities. ART and BLDT will be working on this jointly. One priority is standardizing format of curriculum.

New Haven not supportive of RISE.

SPED vacancies continue.

EMT- Ms. Oliwa will start on Monday.

Two chrome book carts are on the way!!

#### SPMT OBJECTIVES:

1. Keep up to date on NEASC and SIP
2. Parent and student voice recruiting
3. Continue to think about other objectives before next meeting.
4. Review data from climate survey.

#### ACTIVITIES:

Valentines Balloons: need specific dates.

9/13 Senior Bake Sale for class fees. Approved.

9/20 Soccer Team Bake Sale for team fees. Approved

V. Smitty Potluck on November 14th-more info coming.

Next Meeting – October 8th

Career High School SPMT Representatives - 2019-2020

Meeting Date: September 11, 2019

Department/Committee	Representative
Administration	Parrish
Business	Schneider
English	Robinson/Donahue
History	
Math	Nebouvailo

Physical Education	
Resource	Westefeld
Science	Decter/Ukah
World Languages	Bouhouche
School Counselors	Huckabey
Activities Committee	Robinson
Advisory & CCR Program Team	Schneider
Educational Leadership Team & GLT Task Force	Nebouvailo
Accreditation Review Team	Decter
Student Staff Support Team	Bouhouche/Westefeld
Safe School Climate Team	Brewer
Senior Capstone Project Team	Donahue
RISE	
Nurse	
School Based Health Clinic	Silva
Parent	
Student	

Hill Regional Career High School  
School Planning & Management Team (SPMT)  
June 11, 2019

Minutes

1. *Have academic advisory twice per month*
  - a. *At a minimum! Once a month is not enough. Yes--try to make every other week to help process to be more automatic.*
2. *Have advisory period on Wednesday after first period and before second period*
  - a. *Why? To increase attendance in advisory? Does anyone know? This needs to be communicated to faculty and gain feedback from faculty.--Bryson will follow up with Decter and Westefeld and produce survey if necessary.*
3. *Display SPMT Calendar and link to video conference on website to ensure more participation by parents*
  - a. *Yes--continue to do this and encourage participation*
4. *Discuss importance of SPMT at new parents breakfast*
  - a. *AHEAD breakfast --Current active parents speak to new parents*
5. *Were departments in favor of student led conferences?*
  - a. *No strong objections from English*
  - b. *Math dept--2 teachers were uncertain*
  - c. *Science-- in favor*
  - d. *Business--discussion did not occur*
  - e. *World Language--varying opinions*
  - f. *Parrish--suggest that we use Fall conference for teachers to observe at Cross, pilot in Spring?*
    - i. *Pilot with some teachers/students in Fall*
      1. *Bryson(12)*
      2. *Nebouvailo (9)*
      3. *Bouhouche (10)*
      4. *Robinson and Ukah (11)*
6. *(For discussion in September-reorganization of Comer committees)*
  - a. *Do we need to revisit some committees?*
    - i. *Activities? Spearhead on-track assemblies*
    - ii. *SafeSchools Climate committee?*
7. *SIP and School report*
  - a. *Instructional rounds for next year--recommendations?*
    - i. *Can we tie somewhat directly to a SIP goal?*
  - b. *RISE grant expected to be renewed*
    - i. *Summer--9 and 12 CCR*
  - c. *School Choice*
    - i. *Retention list going to magnet office*
    - ii. *Will release spots on waiting list*
  - d. *PERKINS--not until Fall*
  - e. *Staffing*
    - i. *--math intervention class? (like our reading class)*
      1. *For sophomores/juniors*
    - ii. *Budget issue still BIG! How will this affect our school?*
    - iii. *EMT--looking for help from Ms. Oliwa's company to fill in for her when she is not here.*
    - iv. *Tech--2 chromebook carts for Social Studies and Science.*