**Marvin Ridge Middle School**

**Site-Based Team Meeting Minutes**

**September 25, 2013**

Dr. Jones started the meeting at 4pm. The following members were present:

**Administration:** Jay Jones‎ (Principal), Patricia Green‎ (Assistant Principal)

**Parent representatives**: Christa Haller, Victoria Liccione, Karen Murphy

**Staff representatives**: Schelly Conneely‎ (Office Staff and Teacher Assistants), Rene Dotson‎ (Related Arts and PE), Lynnet Elliott (SS/Language Arts), Maria Lovaglio (Counselor), Brita Mann‎ (Media Specialist), Angela Moss (Language Arts), Angelique Ridley‎ (Behavioral Specialist), George Rowland (Math)

**Review of Site-Based Management Teams-Administrative Guidelines**

Dr. Jones distributed a handout of guidelines for Site-Based Teams from UCPS Central Services and reviewed it with the team. He explained that the team’s purpose is to improve student performance, to ensure student safety, and to develop the school budget.

**Designation of Team Roles (Chairperson, Secretary, Timekeeper)**

Dr. Jones explained the functions of the three above positions that needed to be filled and asked for volunteers. The following designations were made:

Chairperson, Brita Mann

Secretary, Rene Dotson

Time Keeper, Schelly Conneely

**Creation of Collective Commitments**

Dr. Jones distributed a handout containing information on establishing team norms and explained how they can improve a team’s effectiveness. He asked the team to suggest guidelines that would help the team be successful and productive. A list was compiled based on these suggestions. Dr. Jones said that he would consolidate the list and send it out to the team.

**Discussion of Current School Improvement Plan**

Copies of the current School Improvement Plan were distributed to the team. Dr. Jones asked each member to read over the document and give thoughts and suggestions on improving the plan. The following areas of concern were discussed:

* Need for addressing providing a safe and supportive environment
* Possible consolidation of goals #1 and #3
* Consideration of adding goals to address subjects other than reading and math
* Addressing growth among high achieving students
* Elimination of reference to “Shipley’s Model”
* Need for goals to be more measureable (increase by X%)
* Use of data to drive decisions (timely, accessible and understandable data)
* Improve parent involvement and perception

In closing, Dr. Jones explained that the School Improvement Plan is a living document and will be on every agenda.