





**Simons Middle School  
SBDM Meeting Minutes  
August 15, 2016 – 4:30 PM  
SMS Conference Room**



*Our Vision is to become a "Top 25" Middle School and a School of Distinction*

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**Members Present: Jesse Bacon, Jordan Fritz, Jim Gooding, Whitney Wilson and Mara Earlywine**

- I. Meeting called to order.
- II. Agenda approved.
- III. Minutes from July 15<sup>th</sup> Regular Meeting approved.
- IV. Personnel Update
  - a) Science – Mark Williamson
  - b) ELA – Cara Ryver
  - c) LMS Vacancy, approved sub for 10 days
- V. Financial Report approved
  - a) School Activity Fund July 2016
  - b) School Instructional Funds – April 2016, May 2016, June 2016, July 2016
- VI. Committee
  - a) Accreditation Teams Reviewed with Council Members
- VII. Curriculum, Instruction, and Assessment Update
  - a) Open House is scheduled for August 29, 5:30-7:30
- VIII. Open Chair
- IX. Other
- X. Next Meeting Date: Monday, September 26, 2016 @ 4:30
- XI. Adjourn

## STATEMENT OF ETHICS FOR THE SIMONS MIDDLE SCHOOL COUNCIL

Members of the Simons Middle School Council, while representing teachers, parents, and school administrators, have the educational welfare of the students served by the school as its highest priority. We acknowledge that the school belongs to the public it serves and that our responsibilities as a council member requires gathering and giving accurate information and making decisions that will be in the best interest of the students. We further acknowledge that we can best meet our responsibilities when we work as a team, show respect for one another, show honesty, and demonstrate a commitment to the school and to our responsibilities.


Refraining from discussing information that can be detrimental to a person or a group is a behavioral standard by which the council will abide.

The responsibilities of the council and these acknowledgments require each council member to maintain standards of exemplary professional behavior. Each council member and the council as a whole will be observed and appraised by the faculty, students, and community. In the interest of the school and each student served by the school, the council subscribes to the following statements of ethical standards.

Members of the council shall:

- Make the well-being of students the fundamental value in all decision making actions.
- Fulfill responsibilities with honesty and integrity.
- Obey local, state, and national laws.
- Abide by policies set by the council.
- Demonstrate a willingness to work as a team.
- Demonstrate a willingness to compromise in the interest of the welfare of students.
- Show support of decisions made by the council.
- Avoid sharing information that is considered confidential by the council.
- Represent his/her constituency group as accurately as possible.
- Demonstrate commitment to the work of the council and to the school.
- Avoid using positions for personal gain through political, social, religious, economic, or other influence.
- Demonstrate respect for all people regardless of race, national origin, sex, religion, and political affiliations.

Signed this 15<sup>th</sup> Day of July, 2016.

  
Mara Enghine  
Simons Middle School Council Member

# 2016-2017 SMS Committees

## BUDGET COMMITTEE

- Members:
  - Jim Gooding, Marty Brandenburg, Jordan Fritz, Lonna Powell, Mark Williamson
- Responsibilities:
  - Review and revise the SBDM policies on Budget and Spending and Program Appraisal. Draft revisions for council approval/adoption if necessary.
  - Develop, recommend, and monitor the annual budget and allocation of resources according to identified needs of the school.
  - Recommend budget adjustments.
  - Ensure that the council is kept informed with monthly budget reports.
  - Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practices.
  - Additional roles/charges as assigned by the council.

## PLANNING AND PD COMMITTEE

- Members:
  - Brett Lawson, Amy Wagner, Sadie Hamm, Melissa Plank, Tracy Moran, Brandi Cooper
- Responsibilities:
  - Review and revise the SBDM policies on Improvement Planning and Technology Use. Draft revisions for council approval/adoption if necessary.
  - Involving as many stakeholder ideas and opinions as possible, coordinate school needs assessments including necessary surveys and other data collection.
  - Coordinate the development and implementation of the School Improvement Plan including working with component teams and overseeing the development and implementation of the Professional Development Plan.
  - Ensure that the council is kept informed through Implementation and Impact Checks on the Plan.
  - Recommend plans for the best use of technology based on needs assessments.
  - Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
  - Additional roles/charges as assigned by the council.

## ASSESSMENT COMMITTEE

- Members:
  - Brandi Cooper, Stacey Fite, Brad Hay, Paul King, Cara Ryver, Parker Gasparac
- Responsibilities:
  - Review and revise the SBDM policies on Alignment with State Standards, Enhancing Student Achievement, Student Assignment, and Classroom Assessment. Draft revisions for council approval/adoption if necessary.
  - Organize the testing data analysis every fall including reports to the Council.
  - Recommend school priority needs based on test analysis data.
  - Develop the state testing prep and reward plan each year.
  - Recommend assignment of student procedures.
  - Recommend classroom assessment ideas based on new research
  - Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
  - Additional roles/charges as assigned by the council.

# 2016-2017 SMS Committees

## SCHOOL CULTURE AND RESOURCES COMMITTEE

- Members:
  - Kelly Dean, Lonna Powell, Kim Perkins, Jody Kash, Karen Rice, Mendy High, Sheila Lamb
- Responsibilities:
  - Review and revise the SBDM policies on Discipline, Classroom Management and Safety Plan, Extracurricular Programs, School Space Use, Instructional and Non-Instructional Staff Time Assignment, and Parental Involvement (Legally required for Title I Schools and best practice for non-Title I schools). Draft revisions for council approval/adoption if necessary.
  - Recommend discipline, classroom management, and safety changes based on annual needs assessments and data gathering.
  - Recommend extra curricular program changes and ideas.
  - Recommend use of school space ideas.
  - Recommend parental involvement activities and strategies.
  - Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
  - Additional roles/charges as assigned by the council

## CURRICULUM & INSTRUCTION COMMITTEE

- Members:
  - Jordan Fritz, Stacey Fite, Brenda Harn, Whitney Wilson, Cindy Combs, Shawna Singler
- Responsibilities:
  - Review and revise the SBDM policies on Curriculum, Writing, Instructional Practices, Homework, and School Day and Week Schedule. Draft revisions for council approval/adoption if necessary.
  - Analyze curriculum alignment with the state standards and recommend changes.
  - Recommend changes to the advanced courses program/policy and the writing program/policy when appropriate.
  - Research and recommend instructional best practice ideas and innovations.
  - Research homework best practices and recommend changes.
  - Develop master schedule plan ideas to recommend to the principal.
  - Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
  - Additional roles/charges as assigned by the council

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### **THE FIRST MEETING:**

- Elect a chair. They will also elect or appoint a recorder who will take minutes for this first meeting and all subsequent meetings and a vice-chair who will take over in the absence of the chair.
- Receive information from the principal about the council timeline for regular committee reports.
- Set up a meeting schedule for the rest of the year.
- Read and discuss this policy and ask the Chair of the council any questions regarding their role and duties.
- If necessary, discuss the active recruitment of parents and community members to serve on their committee.
- Discuss ongoing and any new charges from the council and develop a plan of action that includes a timeline.
- Discuss the Open Meetings Law.