

## **MINUTES OF THE HIGHTOWER TRAIL MIDDLE SCHOOL**

### **SCHOOL COUNCIL MEETING**

**SEPTEMBER 19, 2011**

The Hightower Trail Middle School Council met on Monday, September 19, 2011, at 8:00am. The meeting was held in the TIPS room at the school, 3905 Post Oak Tritt Road, Marietta, Georgia.

School Council Members present: Kirstin Baillie, Kathleen Fields, Donna Flood, Catherin Hackney, Donna Holland, Rachael Krussel, Windsor McFadden, Terri Rittenberg, Gavin Russell, Deirdre Walsh and Hilda Wilkins.

School Council Members absent: Beth Gibeaut

Guests in attendance: David Banks and Jenni West

Dr. Hilda Wilkins called the meeting to order at 8:03 a.m., and led the group in the pledge of allegiance to the flag of the United States of America.

This was the first meeting of the year; therefore, no Meeting Minutes were available for approval.

#### Report of the Principal

Dr. Wilkins began the Report of the Principal by giving a brief background of the three main parent/community lead organizations at Hightower Trail Middle School. The PTSA coordinates volunteers and organizes activities that help enhance the school climate. They also issue grants, etc. The Husky Foundation's function is to raise funds for the school. Funds raised by this group have purchased the amphitheater, the murals in the commons and hallway, and most recently the new electronic sign on Post Oak Tritt road. The School Council functions on a broader level. This council has a direct line of communication with the Cobb County School Board of Education. The council may handle broad, long range issues concerning how the school is run, etc. It strives to improve communication between the school, parents, and the community.

The committee watched the Cobb County School Council training video.

Dr. Wilkins explained our Data Board located in the TIPS room. This board provides information on the CRCT and ITBS test scores for the past year. Copies of the School Strategic Plan (document attached) were distributed. Dr. Wilkins explained that our SSP team is comprised of our subject coordinators and the counselors. She stated that she would love to have a parent on this team. Gavin Russell asked when the team met. Dr. Wilkins responded that, in the past, they have met for one day at the end of the school year to discuss targets and then again for half-day meetings as needed. Because the test results are not received until either the very end of the school year or in the summer, it is very difficult to make projections without concrete data.

Dr. Wilkins proceeded to review the SSP. She explained that the Board of Education issues priorities and that these priorities should become the school plan. Kathleen Fields asked who provides the data. Dr. Wilkins responded that the state provides the data. When reviewing the specific indicators and sub-groups, she stated that one student can fall into multiple sub-groups. For example, one student may fall into the Asian, SWD, and Economically Disadvantaged groups. Donna Holland asked what happens if the school does not meet a certain goal. Dr. Wilkins responded that the target is adjusted. She also discussed the Action Plan for Student Performance and the End-of-Year-Review. A very successful and exciting piece of this process has been the Standards Walls that the teachers have developed and implemented.

One area of concern is increasing positive parent response to the school's creating a warm and welcoming environment for families. Night time events are scheduled for parents to attend; however, family participation seems to be a low priority for parents. The usual attendance for these events is between 35 and 40 people. The timing of the survey could also be an issue. Donna Holland suggested that positives of the school should be stressed before the survey goes home to parents in January. She cited, as an example, the smooth process by which the students obtained their lockers this year. This event takes place at the beginning of the year and the parents may have forgotten this experience when filling out the survey in January. Kathleen Fields stated that she felt that January was a better time to conduct the survey than conference week in the fall.

### New Business

Dr. Wilkins opened the floor for nominations of the officers. Gavin Russell was nominated for chairperson, Rachael Krussel was nominated for vice-chair, and Kirstin Baillie was nominated for Secretary. Gavin, Rachael, and Kirstin accepted the nominations, a vote was taken. None were opposed.

The next order of business was to set the next meeting date. The next School Council meeting will be held on Monday, October 17, 2011 in the TIPS room. The meeting dates for the remainder of the 2011 – 2012 school year will be set at the meeting on October 17, 2011.

Gavin Russell asked that suggestions for topics for the October 17<sup>th</sup> meeting be emailed to him at [gavin.russell@gmail.com](mailto:gavin.russell@gmail.com) or Kirstin Baillie at [kbaillie@bellsouth.net](mailto:kbaillie@bellsouth.net).

With no further business to come before the School Council, the meeting was adjourned at 9:06 a.m.

Our next School Council meeting will be Monday, October 17, 2011, from 8:00 am until 9:00 am in the TIPS meeting room.

These minutes are respectfully submitted by Windsor McFadden.