

Leadership Council 8/20/06

Reviewed minutes:

- CP Academy Philosophy Script and Powerpoint revised for Student Orientation on Saturday.
- Students: Code of conduct will be presented in the first week of classes. Afterward, Denise will come to the classes to introduce herself. Terri will also come to the classes separately to introduce herself.
- Rich and Karen will meet with teachers to develop protocols, using draft as a basis for discussion.
- Parents will engage the issue of what a graduate of CP Academy should know and be able to do so that whole school outcomes can be agreed to. Email input will be solicited, then phone calls once we have an accurate contact list.
- Teachers need to converse about the purpose of home visits – Parents love the idea but teachers have not talked about it and some are quite reticent to take it on. Home visits will require planning and training, which would involve both parents and students. Janelle and Jaime should lead a discussion about why to do this, as part of a report from the Stanford conference on increasing success with African American students.
- Teacher observation protocols will be discussed at upcoming staff retreat.
- Phone announcements can be sent to different groups of students, i.e. SAT registration deadlines, etc.
- Intercom announcements are ready to test.

Reviewed Leadership Structure Agreements and made revisions and additions.

Leadership Council Structure

Approved 6/15/06:

How we make decisions: Consensus was agreed to with thumbs up, sideways, or down. On time sensitive issues, however, time limits will be agreed to and once time is exhausted a vote may be taken with 80% agreement required to pass. No decision is not an option.

A Quorum must exist for any such vote. A quorum consists of at least two from each constituent group. This decision-making process will be revisited at the end of each semester.

More specific roles and responsibilities:

- 4 parents, 4 students, 4 staff, counselor and VP – one vote each.
- 4 parents should be representative of the different grade levels and communities represented by student population

Approved 7 and 8/06:

- 4 students should be elected by students, president (and VP as alternate) from each grade level
- Leadership Council will continue to meet on the first Thursday of each month
- Minutes will be posted online and will be consolidated by the newsletter person and

included in the newsletter

- Chair will rotate, and will meet with denise in advance to develop agenda, get input, prepare materials by the Monday prior to the first Thursday of the month.
- Agenda development should involve one from each constituent group
- Beginning of year Leadership Council will calendar responsibility for developing agenda, chairing and reporting

How Constituent groups can affect curriculum issues:

- Constituents will bring concerns to Constituent Council. Leadership Council representatives will act as advocates to help gather data to find out more about the issue, so constituents can discuss whether and how to bring it to the Leadership Council.
- Issues raised in constituent group will be raised in report section of Leadership Council during 1<sup>st</sup> part of LC agenda. Once brought to the Leadership Council with whatever data has already been gathered, the Leadership Council will give feedback and will forward the issue to the other constituent groups for input and discussion.
- Constituent groups must have a decision making process in order to decide on input to the Leadership Council.
- Once feedback has been given by the Leadership Council, proposals should be developed in writing and with supporting data. A template will be available on the website for use in compiling data.
- Once all three constituent groups have discussed and developed input on any issue, the Leadership Council will put the item on the next available agenda for a decision. Leadership Council decisions are final. (\*Ken – is this a concern?)
- If the decision is contrary to the constituent group's request, every effort will be made to bring the community together to help deal with the needs evidenced by the concern they raised.

Flora and Rich will create a checklist/template for people to consider in raising issues (in the next week).

Discussed introduction of new English teacher. How to tell people – letter, small group meeting with Natalya, Irma, Rich, Karen, denise and two other students. Wednesday 6 – 7:30.

Data Leadership Council will monitor – Used data sheet Mary developed to come up with targets and data sources.

Issues that arose as data was discussed:

D& F goal will need to be a discussion led with teachers so that they are behind the goal and helping to figure out what needs to change in order to achieve it. Deal with Ds and Fs

separately.

Teachers should review the academic goals from the basis of the achievement goals and come up with proposed goals and with what supports Leadership Council should give to make them possible. (already commitment to monitoring tardies and absences, will have tutoring support available...)

Ask the staff how they feel about eliminating Fs? Replace Fs with incomplete? Mandate attendance at after-school tutoring for any incompletes? (present to staff with D&F data)

The Leadership Council will monitor for courses where there are high levels of Ds and Fs, investigate and initiate action plans to address issues (ask Hesham to explain how that worked this year).

Re: Referrals – get teachers to gather contact information and to use them as part of the referral process. Need to work with Denise at the first staff meeting to go over discipline protocols. Use cell phones to call parents/guardians as an early step.