

# Wonderview School District Certified PPC Meeting Minutes

Meeting Date: October 31, 2017

Start time 3:30pm

Location: Cafeteria

Members: Mrs. Reed, Mrs. Snider, Mrs. Taylor, Mrs. Garrigus, Ms. McCosh, Mr. Tabor

Members Absent: Mr. Reynolds

Guests in Attendance: Mr. Cossey

Motion to accept minutes from last meeting Mrs. Taylor, 2nd by Mrs. Reed, all in favor.

New Business: none

Old Business:

## 1. Policy change: Instructional Meetings

"We need to put a policy in that states that instructional teams and others have to meet for at least one hour every month that school is in session." - this is actually 1 hour 2x a month.

### a. Discussion:

- i. It is part of the school improvement plan for both High School and Elementary.
- ii. We believe that it will fit somewhere around 3.1.0 Planning Time in the Policy Manual

Direct Wording of the indicators:

- iii. "Teachers are organized into grade-level, grade-level cluster, or subject-area Instructional Teams. (46)
- iv. Instructional Teams meet regularly (twice a month or more for 45 minutes each meeting) to conduct business." (47)

### b. Continued Discussion:

**Cossey discussed what MHS does on to extend the day. Their contract day is from something like 7:45-3:45 and when they have meetings they are on Thursday from 3:15-4:00 and then they get out early on Friday. Minute for minute. Stay late on Thursday, get out early on Friday.**

**Tabor brought in a policy from Springdale about their professional staff time schedules. The policy just states their workday is for 7.5 hours. It does not have specific times except for Principal hours from 7:30-4:30pm.**

**McCosh - Came up with a statement to start what should actually go in policy handbook example: "PLC teams should meet at least two times a month to plan instructional activities and to maintain open communication among all team members. The Principal will assign one leadership team leader for the school year. Each PLC will meet every other Wednesday during a designated time for a minimum of 45 minutes. Administration will guide each team on their monthly focus for these meetings. Each team member should have a role in the meeting. Each meeting must have an agenda; it is acceptable to create a generic agenda to use and a copy of the minutes must be turned into the designated person at the end each meeting.**

**There was discussion about clock time vs exact times on contract and possible solutions to meeting including an x period and early out. We need more research and examples of what other schools are doing to allow for meeting times.**

- c. Motions Made to table the discussion until more information can be received on district plans on contract time.
  - i. 1st - Garrigus
  - ii. 2nd - Snider All in favor
  
- 2. Lunch Portions
  - a. Discussion: The teachers are not getting the same proportion for lunch across the district. Mrs. Stacks has mentioned that she will find out about policy and talk with Mrs. Sherri Ennis about possibilities.
  - b. Continued Discussion:  
We don't know if anything has been resolved or found out about portions.
  
  - c. Motions Made Table until further information is gathered.
    - i. 1st - Reed
    - ii. 2nd - Taylor All in favor

Motion to End the Meeting made by Garrigus  
2nd by Snider  
All in favor

Next Scheduled Meeting: TBA December Board meeting has not been scheduled yet.  
Possible: November 28th.

Adjournment: 3:56 pm