

**Philomath Middle School
Site Council 2010-2011**

**Minutes
January 13th, 2011**

Present: Nancy Thompson, Carmen Martin, Jackie Pendergrass, Steve Bell, Tom Klipfel, Lauri Lehman, and Jean Chiappisi.

Guest: Donna Smith

1. November minutes were approved. Carmen motioned for approval --Jean seconded.
2. Early Release Discussion from 1/11/11 (Donna Smith)
 - a. Classified work hours: Each building will determine how the hours will be made up/adjusted. Personnel can take personal leave or comp it to make up at a later date.
 - b. Phone calls to parents took place in the classrooms vs. school-wide phone-calling. It worked well, but phone lines out of the school were limited. Many staff members and students passed their cell phones around for other student students to use.
 - c. Office will design a uniform reporting sheet for each staff member to indicate how parents were contacted.
 - d. A list will be created to indicate where each classified staff person goes during the early release.
3. Mission Statement
 - a. Steve created a new mission statement for PMS.
 - b. Council edited and reworked this mission statement.
 - c. The revised version will be presented to staff before it gets presented to the school board at the February meeting.
4. Fire Marshall Inspection
 - a. The Fire Marshall visited in December.
 - b. He recommended changes. Large infractions for PMS are included in the school bond. He will return on 1/13/11 to check if improvements were made.
 - c. The couches in the library and staff room must be removed because they are not certified as fire retardant.
5. Student-Led Conferences
 - a. Scheduled for April 15th.
 - b. Staff is beginning to collect student work samples to share with parents.
6. School Bond work
 - a. School has been surveyed to plan bond work.
 - i. Paint samples and siding samples for the exterior of the school will be provided to Site Council for their approval.

- b. Work is scheduled to begin in June and be completed when school starts in the fall.
- 7. Concessions for HS Basketball at PMS.
 - a. Issues are food in the gym and garbage left behind.
 - i. Steve said that food isn't a huge issue if the sponsoring group cleans up afterwards.
 - b. An interested group should approach Steve.
- 8. Next meeting will be Tuesday, February 8th, at 3:15 in the conference room.

Adjourned: 4:15 pm