

**Robert Cushman Murphy JHS
Site Based Team Meeting Minutes
Thursday, May 15, 2008
3:00 p.m. to 4:00 p.m. in Room 302**

In Attendance:

[Adults] Irene Brown (P), Cindy Carrucciu (T), Patrick J. DiClemente (A), Trish Graziano (P), Pat Hyland (S), Melissa Mancusi (T), Sue McGuire (T), Lorna Welde (P)

[Students] Daniel Brown, Sonya Li, Megan Welde, Kelsey Weymouth-Little, Ariel Yang

The meeting was called to order at 3:10 PM by Mr. DiClemente. Minutes of the March 27, 2008 meeting were read and accepted by all with no corrections.

Administrator's Report

- **Brookhaven National Laboratory Waste Management Department Presentation**

Rosemary Wiesner spoke to students on Monday, April 7th about recycling and reducing waste. The team discussed the positive response to the information presented to the students.

Old Business

- **Site Based Team Financial Expenditures**

Materials ordered from vendors, Newton Manufacturing - Go Green and Grainger, have been received and are ready for distribution in the implementation of the school's paper recycling program.

The promotional coffee mugs ordered with site based team funds will be distributed at the Teacher Tenure Celebration scheduled to occur on Thursday, May 22nd, in the Information Center. Blue recycling bins will also be available for those who are interested in placing them in their classrooms to encourage paper recycling. Additional recycling bins will be available afterwards in the main office underneath the sign-in desk.

New Business

- **Technology - Ways of Distributing Critical Information More Quickly**

The team discusses methods of distributing emergency information more quickly to parents. The parent portal and Web blast e-mails were some of the methods that were discussed. Low utilization by parents of the parent portal, a current means of communication already in place, was also mentioned.

- **Technology - School Island Assignments and Need of Computer for Completion of Assignments**

The team discussed computer availability in order to complete classroom homework assignments as no longer being an issue since there is wide access to school library, public library and Internet cafe computers. Adequate lead time for assignment completion is also a positive factor in timely completion of tasks requiring computer usage.

- **Transitions from 6th Grade to 7th Grade and from 9th Grade to the High School**

The team discussed the merits of the Summer Walk Thru program for incoming 7th graders as being helpful in easing students and transitioning into attending junior high school. No such program is available though for the transition of 9th graders moving up to the high school which is unfortunate and would do much to ease the transitioning of the incoming 10th graders.

- **Facility - Locker Use**

The team discussed the difficulties with lockers being too narrow for storage of winter coats. The top locker storage bins do not open so that space is not available for book storage as originally designed and intended. Assignment of the same student lockers for all three years while in attendance at the school was praised as a nice feature.

A midyear locker clean- up in conjunction with paper recycling and its merits were discussed.

- **Facility - Use of Hallway, Library and Lunchtime Extra Help Passes**

The team discussed some of the difficulties that have been encountered with the use of passes. Some of the difficulties mentioned were students not having passes and not having legitimate reasons for leaving the cafeteria yet still managing to get out; students reentering the cafeteria at a later time with their friends admitting them in through the cafeteria's back doors; and students found wandering in the hallways and interrupting classes which are in session during the lunch periods.

Response/Follow-up

Security cameras will be installed in the hallways and the general areas so unauthorized wandering in the hallways during lunchtime should decrease.

- **Facility - Inadequate Time at the Beginning of Lunchtime Periods to Make Necessary Visits to Lockers**

The current allotted amount of time between class periods is three minutes and may not be adequate in the case of making a necessary visit to a locker prior to the lunch period without being late for lunch. A visit to a locker prior to lunch is the only time during the day with the exception of before and after school in which a student may stop to drop off materials from morning classes and pickup the needed materials for afternoon classes.

Points discussed included that more time is needed, students are sometimes getting to lunch late, and students are sometimes lingering in the hallways too long, and inadvertently disrupting classes already in session.

Response/Follow-up

The team discussed that an expectation should be set that the three minute time allotted is adequate to stop at lockers and get to lunch on time. The addition of a warning bell for lunch may aid students in gauging how much time they have left prior to being late. The team will look into what compliance is and then make a determination for future action.

The meeting ended at 4:00 PM.