



Program Excellence Committee

Thursday, February 2, 2023

5:00 PM In person on CHIARTS library

Agenda:

- A. Introductions
- B. Recap of PEC Meeting from December 2022 & January 2023
- C. Starting a school improvement plan /CIWP
- D. Conclusion

Adjournment

PEC Meeting Minutes -February 2, 2023

5:10 p.m.- Meeting begins. Attendance taken by Kinita Redmond.

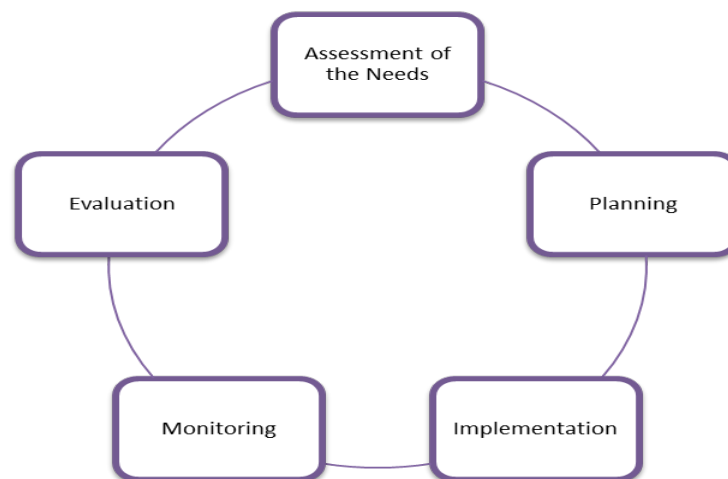
(Angela Kiefer, Bill Gerstein, Duffie Adelson, Michelle Farid-Pierre, Janette Cortes-Duewel) (Administrative attendance Tiffanie McLeary, Leonard Kenebrew, Tina Boyer Brown and Kinita Redmond)

5:13 p.m.- Bill Gerstein explains that the Principal search is moving along and a committee of 15 people will be formulated to head up the Principal search. (6 board members, 2 academic teachers, 2 conservatory teachers, 2 non-board members parents, 2 students (one sophomore and one junior) and one community member). It was brought to the attention of the board that there was not a representative for the support staff (admin). The purpose of the committee was discussed:

- Prioritize the goals of the school
- Link the goals with a reasonable timeline
- Build a budget around the goals

5:16 p.m.- Janette Cortes-Duewel and Michelle Pierre-Farid discussed:

- ILS (Instrumental Leadership Team). ILS is technically the board right now but ultimately, the goal is for the ILS to be more internalized.
- CIWP is guided by the mission:
- CIWA flow chart



5:19 p.m.- Pierre-Farid and Cortes-Duewel proposed a brainstorming session on finding the keys that will drive the whole towards the goal (Goal=focusing on the college preparatory piece of the mission) that would be structured using the If We- Then We- Which Leads To process.

5:30 p.m.- Brainstorming commences

- Structured study hall tutoring=Confidence=higher grades/success
- Remedial Math/Reading=More student on track=More College readiness
- Freshman Pre-High School Summer Enrichment Program= Leveled playing field and Increased confidence/Preemptive Assessment of skill= College Preparedness
- SEL Mentorship=Balanced Students=Increased focus on future goals
- Advisory Curriculum=College Preparedness= More College Enrollment
- Increase pride in Academic portfolio in conjunction with Conservatory pride
- Increase Curriculum Integration between Academics and Conservatory
- Look into transportation needs for students to increase attendance
- Update library to become a safe haven for students to go to study and research and receive tutoring and mentorship
- Lessen interdepartmental strife/conflict
- Address the increasing student drug problem
- Empower student voice
- Increase parental involvement and parental communication of needs & concerns
- Concentrate on structured joy/trust among staff & students, individually and collectively.
- 4 primary groups of focus created around these ideas
 1. SEL/Mental Health
 2. Academic Support Structure
 3. Professional Learning Community
 4. School Culture/Safety

5:57 p.m.- Group split into four individual groups to discuss plans of action for each topic.

6:12 p.m.- Art department reconvenes with the meeting. Summation of each of the meeting subgroup's discussions given.

- Art Department- discussed the issues proposed with a student survey that is currently being drafted for instructors. Focus on how to measure teacher perception and the maintaining of the conservatory high standards
- School Culture/Safety- discussed the drug problem in the school and the searches and lack of bathroom comfort and safety that is a direct result, false rumors that are getting attention, and parent engagement, involvement, and communication
- SEL/Mental Health- discussed formulating a behavioral specialists team that would include the academic and clinical counselors, the deans, a representative from the Adler group, and the head of security etc and Peace Room parameters discussed.
- Academic Support Structure- discussed logistics of study hall tutoring, summer bridge programs, and cross curriculum between conservatory and academics.
- Professional Learning Community- discussed empowering teacher voice, building trust, peer mentoring program, organizational chart, creating a safe space, and positive communication.

6:35 p.m.- Meeting adjourned.