

Cairo American College Middle School  
CAT Team Agenda - October 24, 2007 - 3:30 p.m.  
Middle School Counseling Center

- A. Review Minutes of September 19<sup>th</sup> - Matters Arising
- B. Presentation - Mr. Kenny Macaulay - Middle School Sports
- C. Iftar Event - October 1, 2007 - Feedback - Follow up
- D. POLAR - Parental Expectations and Student Learning
- E. Arena Style Conferences - November 6, 2006
- F. Trimesters - 2008-09 - Planning Process
- G. CAC School Committees: CAT Representatives
  - Health and Safety - Kris Besch
  - Strategic Planning Review - Susan Ross
- H. Additional CAT Team Meeting Schedule and Location
  - October 31, 2007 - Popinchalk - House 5 - Road 214 - Apartment #4
  - December 11, 2007 - Tuesday - Giza or ???
- I. Parental Communication - CAT Team - Parent Forums
- J. Teaming with a 20/20 Vision - High Noon
- K. A.O.B.

Next Scheduled Meeting - October 31, 2007

## CAC Middle School – CAT Team Minutes – September 19, 2007

Present: Hemmat Maguire, Maja Williamson, Hend Hafez Sheta, Suzan Ross, Kris Besch, Kaaren Mirk, Elamare Maurin, Penny Riley, Kathryn Placht, Sandra Gutenkunst, Mark Anderson, and Michael Popinchalk

- Following introductions from each member, the CAT team reviewed the minutes from the May 23, 2007 meeting and corrections were noted. Once minutes are formally approved they will go on the CAC Middle School web site.
- The PTO Coffee in September will also be explaining what the CAT team is in each school division.
- Michael referred members to general guidelines of the CAT team found in their binders. It was mentioned that the parent satisfaction survey from last year reported only 55% of parents felt CAT is effective. It was a goal of the Middle School administration to improve this perception.
- It was re-iterated that CAT members act as representatives of the entire school community.
  - It was brought up that the guidelines mention the Superintendent will run the first meeting. This has not happened before – but official school policy would be reviewed for clarification.
- The idea of having a CAT meeting off campus was proposed and additional dates for November and December dates will be looked at since the gap between October and January is long. Proposed dates will be presented at the next meeting.
- Michael invited the CAT Team to participate in the Middle School Iftar on October 1<sup>st</sup>, 2007.
  - Last year the Iftar was not a well attended event. We should look for ways to promote it and ways to involve CAT members in promoting this event. The background on previous Iftar events was shared by a faculty member.
  - It was suggested that school leadership sent out a direct message to parents about the event and CAT members would follow up by promoting it at each grade level.
- Kris Besch will serve on the CAC Health and Safety committee and report to the CAT team on matters discussed by this committee.
- Susan Ross will continue to represent the Middle School on the Strategic Plan Review Committee and informing the CAT team of meeting outcomes.
- CAT Team Focus (activity): Michael asked Team members to get together by grade level to identify topics that might exist at the grade level and then to look for commonalities across the school.
- Feedback / Concerns:
  - The midan outside the Middle School gate where all the trash is put.
  - The use of bicycle helmets by students who ride to school.
  - Students using technology in their learning and parents don't all have access to it.
  - Modern Languages for Middle School students
  - The level of integration in the Middle School between Grades 6, 7, and 8.
- Other areas which should be discussed within the Middle School:
  - At Risk student survey information - drugs availability, other substance abuse, body image, etc
  - Parent attendance at Middle School forums.
  - Languages program offerings for students in Grade 6.
  - Intramural offerings for Middle School students.
  - CHE – What is the philosophy behind making it mandatory for Grade 6.
  - Sun Safety / Wearing Hats / Sunscreen.
  - Bicycle safety and Road Safety.
  - What are CAT representatives supposed to do – can they call meetings – how do they communicate with the larger community.
  - Kids getting out of cars (pick up/drop-off) on the wrong side outside the front gate – Is dangerous.
- AOB: Michael gave each member a copy of the book *High Noon 20/20* and briefly reviewed how we are using this to create future integrated curricular units within the Middle School.
  - Asked all CAT members to read it
  - Mentioned Polar and mentioned that we are still in a transition with this new information software and all parents need to be patient.

## **COMMUNITY INVOLVEMENT IN DECISION MAKING**

The School Board endorses the concept that community participation in the affairs of the school is essential if the school is to attain and sustain the high level of educational excellence our students deserve. For that reason, the community is encouraged to express ideas, concerns, and suggestions about the school to the staff, the administration, existing advisory bodies, and to the Board itself, following established channels.

One of the channels designed to enable parents to take their full share of the responsibility for the school is the CAC Parent-Teacher Organization (PTO). The PTO is multicultural organization open to all parents (guardians), faculty, and administrators. The mission is to work together to enhance the quality of life at CAC by: a) improving and advocating communication within the CAC community, b) providing programs, activities and services that strengthen and support the CAC community, and c) supporting the mission of CAC. (See policy 9.60, Parent Teacher Organization.)

The Community Advisory Team (CAT) is another means available for parents to participate in the decision-making procedure at CAC. The elementary, middle and high schools each have a CAT. The CAT is composed of the school Principal, teachers, and parents. The purpose of the CAT is to provide Principals with advice and counsel on current and long-range issues while working collaboratively toward a shared future for the school. (See policy 9.61, Community Advisory Team.)

School Board membership is composed of members of the following categories (see policy 2.20, Election of Board Members):

1. Representatives of US organizations and associations.
2. Elected representatives.
3. Appointed representatives.

Although the advice given by parents, either as individuals or in groups, will be given careful consideration, the School Board must always be guided first by its concern for the educational program as it affects the students. The Board may depart from the advice received if the advice is not consistent with the goals adopted by the Board, with good educational practice, or with the financial resources available.

## **COMMUNITY ADVISORY TEAM**

There will be three teams, one each for the elementary school, middle school, and high school. The primary purpose of each CAT is to provide Principals with advice and counsel on current and long-range issues while working together collaboratively toward a shared vision of a desired future for the school.

The Community Advisory team:

1. Is an advisory not a governing body.
2. Is a forum for addressing general concerns and issues, not problems of individual families or students.
3. Will consider the perspectives of parents, teachers, staff, and most importantly students, in resolving issues and setting a direction for the school.
4. Is led by the Principal, who is accountable for the school and team's success and therefore has the authority to determine how decisions will be made.
5. Members possess no more authority or rights than do other teachers or parents. Their authority is exercised only while the team is convened.

It is the policy of the Board to encourage parents, teachers, and administrators to take part in the work of the Community Advisory Team.