

13 December 2005

Memorandum To: WHS-PTSA Minority Achievement Committee  
CC: Mike Campbell, Dana Cimino  
From: Mark Richardson, Minority Achievement Committee Chair  
Subject: Summary of November Monthly Committee Meeting

The Minority Achievement Committee held its regular monthly meeting on Tuesday November 15, 2005 at 7:00 p.m. The meeting was held in the Principal's conference room.

The meeting was opened with introducing the committee to our newest members. Carol Jasper provided the latest participation statistics for the BITS program. The November 11 session had 40 students and 31 tutors. The program continues to grow and more tutors are needed. Members of the MAC should consider volunteering time to assist Ms. Jasper on Saturdays.

Information on the College Partnership Program (CPP) can now be obtained through a link on the MAC web page. Dawn Dickerson and Dawna Royster are the CPP coordinators.

The next issue of the MAC newsletter will be released on or about December 16. Inputs are due to Celeste Peterson no later than December 9. It was recommended that the newsletter be provided to all Westfield teachers. We will look into this and recommend that this be done.

The committee spent some time providing feedback on the Fall Parent Coffee. In general, all thought that the coffee went well. Several items were noted that should improve future coffees.

- 1 Try to shorten the coffee to no more than 1 ½ hours. Two hours is a little long for parents after working all day.
- 2 It may be more effective to have more frequent coffees with less content to get parents out more often or to provide more opportunities for parents to participate.
- 3 Use of the automated calling system is a must for future coffees.
- 4 Alter the chair arrangement to provide a warmer environment and to foster more parent/faculty interactions.

Our December meeting will include a pot luck dinner. All are asked to bring their favorite dish or dessert. An email with more details will be forthcoming. The date will be Monday December 19 at 7:00 p.m. in the Lecture Hall.

Ms. Zoe Dillard provided multiple articles from students in the Theatre group for inclusion in the December MAC newsletter. Chris Williams also offered to provide an article on American Indian culture in observance of American Indian Heritage Month.

The handbook for closing the achievement gap is ready for distribution. The handbook was developed by Christina Schmitt and Karla Butler with inputs from the committee. The handbook is a valuable resource that every minority parent and teacher should have and use. Volunteers are needed to assist in stuffing envelopes and applying mailing labels. The handbook will be mailed to all African American and Hispanic parents, and also will be distributed to all Westfield faculty and administrators (done at the time of compiling these minutes).

SOL remediation is now available online including practice tests and skill drills. Remediation letters go out on December 1 to those students requiring remediation.

There is concern that no Step team sponsor has been identified to replace Mrs. Corum and Mrs. Williams. The participants of the Step team rely on this club heavily as they do not participate in other clubs at the school. We do not want to lose this group of students and it is important to provide them some avenue for continued extra curricula participation.

There was also concern regarding the handling of the Latin Dance Club during the homecoming pep rally. The dance team was bumped from performing at the pep rally after spending numerous hours preparing for the event. This is not the first time that this has occurred and it was recommended that the school investigate this through the SGA to prevent this from occurring in the future.

**IF YOU ARE NOT A CURRENT MEMBER OF THE PTSA, I STRONGLY ENCOURAGE YOU TO BECOME ONE! ALL MEMBERS OF THIS COMMITTEE SHOULD BE A MEMBER OF THE PTSA.**