

**Highlands High School
SBDM Council Minutes
February 21, 2017**

Council Members Present

Brian Robinson Jaime Richey Pat Agard Rob Sparks
Tricia Johnson (via telephone)

Call to Order

Highlands High School principal Brian Robinson called the meeting to order at 3:30 p.m.

Approval of Minutes and Adoption of Agenda

Council approved the minutes for the December 19, 2016 meeting and the proposed February agenda without amendment.

Discussion Items

▪ **Financial Report**

Mr. Robinson provided summaries from the activity fund dated 1/31/17, District Activity fund dated 1/31/17 and Instructional Fund dated 2/2/17 (attached).

▪ **2017-2018 Budget and Scheduling Procedures**

Personnel allocations and Section 6 instructional funds will be allocated by the Board of Education on March 1st. Mr. Robinson discussed council policy and approach to preparing a recommendation to the council for approval. He will work with Department Chairs to consider the scheduling requests from students to determine the number of sections needed in relation to the staffing allocation provided to the council. A recommendation for use of Section 6 instructional funds will be determined by the Budget Committee. The Budget committee will be chaired by Pat Agard and will consist of department chairs and the principal. Budget and staffing allocations will be approved by the council at the March SBDM meeting. Council reached consensus to continue this process this year.

▪ **PD Planning**

Mr. Robinson discussed that the Board has approved the school calendar for the 2017-2018 school-year. He will be meeting with department chairs in March to discuss potential models that could potentially vary greatly from the current traditional approach. Council continues to support the plan to utilize the scheduled after school sessions. In addition, one PD day should be planned to work collectively as a faculty. Beyond these structures, a recommendation will be presented to best allow professional learning to occur to meet school, department, and individual teacher needs.

- **Vacancies**

Mr. Robinson stated that there is currently one posted vacancy in English as the result of the resignation of Mr. Pollock. In addition, since the December meeting, Chad Niedert has been named the Boys' Varsity Soccer coach.

- **Graduation Planning**

Mr. Robinson discussed the approach to planning for graduation seating. There will be a letter sent to families in March indicating that all families will be offered a minimum of three seats. Families will be offered the opportunity to request a fourth ticket prior to spring break. The PAC will be able to accommodate a fourth ticket for the majority of the class upon request. Council approved the continued use of this approach to distributing tickets.

- **OECD/PISA Planning**

The results from the OECD assessment have been received and distributed to faculty and council members. Mr. Robinson will be leading a voluntary group in the analysis of the report March 16th. Council members were invited. The invitation was open to all staff.

- **Focus Period Committee**

Each department has submitted names for representatives to serve on a school committee to consider feedback regarding the success in the focus period schedule meeting intended goals. In addition, student representatives will participate. Parents on the council and PTSO were invited as well. The committee will meet after school on March 22, 2017. A presentation of survey data by the Research Club will be considered and the committee will recommend for 2017-2018: 1) maintaining the schedule as is 2) return to standard schedule with suggestions for better ways to meet identified goals 3) maintain the schedule with revisions.

- **Summer School**

Council discussed possible changes to the minimum grade requirement policy for students to be eligible for summer school. Council came to consensus that the policy should be maintained, however the principal should have discretion to allow students the opportunity to remediate to level required to meet summer school eligibility. This may be either prior to the start of summer school or may lengthen summer school requirements. Mr. Robinson will provide language at the next council meeting.

- **Legislative Update**

Council discussed progress related to General Assembly bills involving council authority, accountability changes, creation of charter schools, inclusion of a Bible course elective, and a variety of other topics.

Business (Old and New)

- **May EOC Testing Schedule**

The tentative testing schedule for May was presented and accepted. It may be adjusted should we have cancellations due to weather.

- **Workbook and Fee Requests**

Council approved departmental requests for required workbook and fees connected to specific courses. The schedule includes multiple fee reductions and/or eliminates those no longer necessary. There were no increases with the exception of the College Board determined PSAT fee. The schedule will be submitted to the Board of Education for consideration and final approval.

- **Education Foundation Grant Requests**

The council approved the grant requests submitted to the Education Foundation with minor suggestions for their consideration.

- **Other Business**

No other new business was discussed.

- **Confirmation of March meeting**

The March meeting will take place on March 20th at 3:30 p.m. in the Administrative Conference room.

- **Adjournment**

Council adjourned at 4:36 p.m.