

**Highlands High School
SBDM Council Minutes
March 20, 2017**

Council Members Present

Brian Robinson Jaime Richey Lauren Peterson Pat Agard Rob Sparks
Tricia Johnson

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 February 21, 2017 meeting and the proposed March agenda without amendment.

Discussion Items

▪ **Financial Report**

Mr. Robinson provided summaries from the activity fund dated 2/28/17 District Activity fund dated 2/28/17 and Instructional Fund dated 3/6/17.

▪ **Arts and Humanities and Practical Living Program Review**

The PLVS review was tabled to the April meeting to allow Mrs. Wagner to attend. She was chaperoning a student trip. Beth Rowland presented the Arts and Humanities Program Review. The rubric has changed this year to encompass only six pages. The program meets or exceeds all areas. There is a desire to increase public feedback and leadership involvement in professional development. Mrs. Rowland was thanked for her leadership in the review. Council discussed the possibility of the role of the Program Review changing in future accountability approaches.

▪ **Discipline Committee**

Mr. Schneider is in process of assembling the discipline committee. Department chairs will be sending representatives to consider school improvement and potential policy change. Mr. Robinson stated that recommendations would be reported in May and offered the opportunity for the council to request specific topics be considered.

▪ **Staffing/current vacancies**

Mr. Robinson reported to the council that as of now English is the only anticipated vacancy. JV and Varsity Assistant Soccer, Speech and Debate, JV Dance, and Girls' Soccer Assistant positions are the only other new extra-curricular vacancies. Mr. Robinson reviewed hiring approach as defined by policy in which he works with

Department Chairs to select the appropriate candidate to recommend to the Superintendent for hire. Council confirmed use of current approach.

Business (Old and New)

▪ Approval of usage of Section 4 (staffing) allocation

Mr. Robinson discussed the process approved by the council for determining use of staffing allocations (Section 4) to meet the needs of students. He discussed the process used by the Superintendent to determine staffing needs. He also discussed collaboration with Department Chairs in the final determination of number of sections to be offered following the consideration of student scheduling requests. This year, Highlands High School is receiving essentially the same staffing. Staffing needs at the Middle School will be considered to ensure all programs are staffed by qualified personnel. At the conclusion of the discussion, the proposal provided by Mr. Robinson following consultation with Department Chairs and the school leadership team was approved by the council. The approved document is attached. It includes one additional period of Health/PE as agreed upon with Mr. Kirchner but not reflected in the original allocation. The council also agreed to allow Mr. Robinson to revise the use of the English allocation to include Creative Writing only if a suitable new teacher with experience in the course is selected to fill the current vacancy.

▪ Approval of Section 6 (instructional funds) budget

Mr. Robinson presented a proposed budget as developed by the school budget committee outlining use of the allocated Section 6 funds given to the Council on March 1st (attached). It is of special note that some funding has been set aside in the Activity Director account to allow for school provided professional development dependent on the availability of district PD funds in the coming school-year. The Council approved the recommendation without amendment.

▪ Handbook policy revision-summer school

Mr. Robinson provided new language to allow for special consideration for exceptions to the summer school minimum grade policy found in the student handbook. Mrs. Peterson suggested minor words changes. Mr. Schneider will incorporate the approved language into the student handbook for the 2017-2018 school-year.

Other Business

Mr. Robinson briefly discussed updates from the General Assembly including issues related to charter schools, Senate Bill 1, Bible course legislation, religious liberty, and homeschool/extra-curricular activities legislation.

Confirmation of April meeting

The next regular meeting will take place April 17, 2017 at 3:30 p.m.

Adjournment Council adjourned at 4:08 p.m.