

**Highlands High School  
SBDM Council Minutes  
February 16, 2016**

**Council Members Present**

Brian Robinson            Jaime Richey            Jason Harnish            Lauren Peterson  
Rob Sparks

**Call to Order**

Highlands High School principal Brian Robinson called the meeting to order at 3:13 p.m.

**Approval of Minutes and Adoption of Agenda**

Council approved the minutes for the December 14, 2015 meeting and the proposed February agenda without amendment.

**Discussion Items**

▪ **Financial Report**

Mr. Robinson provided summaries from the activity fund dated 1/31/16, District Activity fund dated 1/31/16 and Instructional Fund dated 2/2/16 (attached).

▪ **2016-2017 Budget and Scheduling Procedures**

Personnel allocations and Section 6 instructional funds will be allocated by the Board of Education on March 1<sup>st</sup>. 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 2016-2017 school-year. He will be meeting with Mrs. Webb and the other principals to discuss PD structure and needs. Currently, in addition to opening and closing days, there are five professional development dates built into the calendar. We will continue with late arrival as well. Council discussed that the flex PD option is greatly appreciated and also discussed the use of after school meetings.

▪ **Vacancies**

Mr. Robinson stated that there are currently no posted certified vacancies but anticipates a potential Spanish vacancy. There is currently a few extra-curricular vacancies including both boys' and girls' Golf and a Tennis assistant coach position.

### ▪ 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 of this approach to distributing tickets.

### ▪ Facility Update

Mr. Robinson and Mr. Schneider reported that the circle has been closed. The final significant campus disruption for renovation is underway and we hope to be complete by the conclusion of the school year. Landscaping and final touches will be added over the summer. The final changes to the wall for the Walk of Fame are being planned and funding sought by the Education Foundation. The renovation has transformed HHS and we are very grateful to all who helped make it happen.

## **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.

### ▪ Education Foundation Grant Requests

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

### ▪ Drug/alcohol policy change

Mr. Robinson presented the changes made by the Board of Education to the existing drug/alcohol policy. The primary change was to the extra-curricular portion of the policy. The Council adopted the policy as read to be included in the handbook next year.

### ▪ Other Business

No other new business was discussed.

### ▪ Confirmation of March meeting

The March meeting will take place on March 21<sup>st</sup> at 3:15 p.m. in the Administrative Conference room.

### • Adjournment

Council adjourned at 4:36 p.m.