

**Highlands High School
SBDM Council Minutes
October 19, 2015**

Council Members Present

Brian Robinson Jaime Richey Jason Harnish Lauren Peterson
Pat Agard Patty Fernandez Rob Sparks

Call to Order

Highlands High School principal Brian Robinson called the meeting to order at 3:20 p.m.

Approval of Minutes and Adoption of Agenda

Council approved the minutes for the September 21, 2015 meeting and the proposed October agenda without amendment.

Discussion Items

▪ **Financial Report**

The budget summary for activity fund account dated 10/16/15, District Activity fund dated 10/5/15 and Instructional Fund summary from 10/5/15 were submitted and approved.

▪ **State Assessment Report/School Report Card**

Mr. Robinson reviewed a summary of the school report card (summary attached, card available online). Highlands continues as a distinguished, progressing, school of distinction performing in the 99th percentile. Graduation rate, program reviews, achievement, and college and career readiness were strengths. Opportunities for growth on the gap reduction were discussed. Focus on reading and CCR will continue to be the focus of school improvement planning. HHS was the third highest performing high school in the state.

▪ **School Improvement Planning**

Mr. Robinson reported that the new SIP will be required to be submitted online by January 4th. Teams chaired by the Teacher Leadership Cohort and including representatives from all departments will be meeting November 12th. In addition to forming consensus around standard assessments, committees will also suggest school improvement goals and action plans. Mr. Sparks and Mrs. Fernandez will be present as well. The Council should expect to consider and approve revised plans at the December meeting.

- **Veteran's Day**

The Social Studies Department will be organizing our annual Veteran's Day program recognizing the service and contributions of our military veterans. The program this year will be conducted in class period assemblies including students, teachers, and veterans.

- **Personnel Update**

Mr. Robinson provided reported that there are currently vacancies for cafeteria manager and Fitness Center Coordinator as the result of recent resignations. In addition, the Building Supervisor and school Treasurer are both out for medical leave.

Business (Old and New)

- **Second Reading and Adoption of Revised Bylaws**

The revised bylaws presented in September were presented for a second reading and approved without amendment.

- **First Reading of Revised Policy Manual**

The revised policy manual was presented to the council with some explanation from Mrs. Fernandez and Mr. Harnish (attached). They were approved as by the council without additional amendment.

- **Election of Vice-Chair and appointment of Secretary**

Jaime Richey was, by unanimous consent, named as the council Vice-Chair. Mr. Robinson will continue to carry out the function of recording secretary presenting minutes to the council for amendment or revision.

Other Business

Mr. Robinson discussed the accreditation visit including the visit to take place at HHS on Tuesday.

Confirmation of November meeting

Council confirmed the next meeting date for November 16, 2015 at 3:15 in the Administrative Conference room.

Adjournment

Council adjourned at 4:09 p.m.