

**Highlands High School**  
**SBDM Council Minutes**  
August 24, 2015

**Council Members Present**

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

**Call to Order**

Highlands High School principal Brian Robinson called the meeting to order at 3:31p.m.

**Approval of Minutes and Adoption of Agenda**

Council approved the minutes for the May 18, 2015 meeting and the proposed August agenda without amendment.

**Discussion Items**

▪ **Financial Report**

Mr. Robinson discussed the changes in accounts beginning this fiscal year. As a result of changes in regulation, all monies collected as fees to be used as part of the instructional day are to be considered district activity funds. As a result, a significant amount of the school activity fund is being transferred to the district office to be managed as student expenditures. At present, the transfer of funds is being completed and as such a report was not available for the council other than a recap of instructional fund starting balance which was shared in March.

▪ **Preliminary AP Report**

Mr. Robinson shared the 2015 AP results. As a school we met our SIP goal by increasing the number of qualifying scores by 176 passing scores. The excellence and equity score indicating the % of graduates earning AP credit while at HHS decreased slightly from 62.2% to 60.3%, however the participation rate was the highest in school history while the overall pass rate also remained consistent with past years. Enrollment in AP classes has increased. A more detailed summary also provided to the Board of Education was submitted and is attached.

▪ **Preliminary ACT Report Classes of 2015 and 2016**

The preliminary Junior ACT report for the class of 2016 was presented to the council. The data was reported both in comparison to previous EPAS tests as well as in comparison to prior classes. The class of 2016 had the highest cumulative Junior score in HHS history increasing both their cumulative average as well as the percentage of students meeting benchmark in all four areas measured. The cumulative score for the class of 2016 is 24.1. The Graduating Class ACT was not yet available.

## ▪ Review of 2015-2016 SIP's and District Focus

The Council reviewed the 2015-2016 School Improvement Plan and District focus. These plans are important as they will help guide future decision making and prioritization.

## ▪ Dashboard of Indicators

Mr. Robinson discussed a list of indicators drafted to provide a measurement of school effectiveness. A copy was provided to council (attached). Mr. Robinson highlighted relative strengths (i.e. AP success, extra-curricular involvement) as well as areas of concern (reading performance).

## ▪ Summer Facility Update

Mr. Robinson and Mr. Schneider reported the projects from the summer. The Fieldhouse still has a few "punch list" items to complete but has been used since March. The field turf along with several stadium improvements were completed over the summer. The locker room is being used by the football team while the concession stand, training facility, and other areas are nearing completion. The gym is slated to be complete by September 1<sup>st</sup>. The lobby portion of the gym project does not reach substantial completion until the end of November. The final piece of the Highlands project to adjust the entrance to the circle is planned but not yet funded.

## ▪ Personnel Report

New faculty/staff for the 2015-2016 school year includes:

- Marlee Barton-FCS
- Kathryn Blankenship-Chemistry/Physics
- Katie Carelock-Math
- Shelly Hoffstedder- Special Education
- Chad Niedert-math
- Ron Rosel- Industrial Technology
- Katie Stewart-English
- Erica Thomas- Guidance
- Jacob Young- Chorus
- Lisa Kinney- Instructional Assistant
- Kevin Ross- Instructional Assistant
- Rhonda Wassom- Nurse
- Lisa Biltz-Nurse's Assistant

## ▪ Emergency Response Plan Review

Mr. Schneider shared a copy of the school emergency response plan for review. Active shooter training conducted with police departments was also discussed. No changes were requested.

- **Digital Conversion Review**

Mr. Robinson discussed initial issues that were being addressed including bandwidth, login, and instructional material concerns. Faculty, students and staff have maintained a positive approach and adjustments continue to be made.

## **Business (Old and New)**

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- **Establish 2015-2016 regular meeting dates**

Council agreed to the following meeting dates: 8/24/15, 9/21/15, 10/19/15, 11/16/15, 12/14/15, 2/16/15, 3/21/15, 4/18/15, 5/16/15. Meetings will take place at 3:15 in the Administrative Conference room

- **Policy Revision Project**

Mr. Robinson presented a draft list of bylaw and policy additions or changes that should be considered after reviewing previous policy and bylaws following council training. Mr. Sparks volunteered to lead the drafting of bylaw revisions and Mrs. Fernandez agreed to draft policy revisions to be presented to council at the September meeting. Council will consider the draft revisions, suggest any changes and potentially present as a first read and eventual adoption.

- **Textbook Adoption**

The listing of textbook and material recommendations assembled by Ginger Webb, in collaboration with High School Department Chairs, was presented (attached) and approved by the council.

- **Other Business**

Mr. Robinson stated that the inaugural HHS Athletic Hall of Fame will induct the first class October 11, 2015.

- **Adjournment**

Council adjourned at 4:47 p.m.