

Highlands High School  
SBDM Council Minutes  
March 16, 2015

**Council Members Present**

Brian Robinson      Jaime Richey    Kym Grillo    Patty Fernandez    Rob Sparks

**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 17, 2015 meeting and the proposed March agenda without amendment.

**Discussion Items**

▪ **Financial Report**

Mr. Robinson provided summaries from the activity fund dated 2/28/15 and Instructional Fund dated 3/2/15.

▪ **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. Mrs. Richey requested clarification regarding half day absence policy and consequences for unexcused ½ day and full day absences. In addition, the council discussed the need for the Discipline Committee to discuss any statements regarding the school and/or classroom management philosophy as we enter the digital conversion. Both topics will be discussed at the Discipline Committee meeting.

▪ **Staffing/current vacancies**

Mr. Robinson reported to the council that the following vacancies are anticipated as a result of resignation, retirement, and/or potential new positions from growth: .5 English, 1 Technology/CADD, 1 Chemistry/Physics, 1 Math, 1 FMD, at present. In addition, Mr. Matt Haskamp has been hired to become the new AD/Assistant Principal. 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.

- **Building Projects**

Mr. Robinson reported that the Board of Education had approved the start of the final phase of the HHS building project. The gymnasium and field turf projects have begun. Both have completion days prior to need for substantial use in the fall. The Field House has been completed and a public open house will take place April 12<sup>th</sup>.

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

- **Arts and Humanities Program Review**

Mrs. Beth Rowland reported the most recent findings of the Arts and Humanities Program Review. She discussed committee feedback in the areas of curriculum/instruction, formative/summative assessment, PD and support, and administration/leadership support. The report summary was provided and is attached to the minutes. Several areas moved into the distinguished range. Specific professional development to meet the needs of teachers is an area of potential refinement. Council approved the report. Mrs. Rowland will enter into Assist by May 1<sup>st</sup>.

- **Education Foundation Grants**

Seven grants from High School/Middle groups were submitted to the FTEF requiring initial recommendations from the HHS Site Based Council. The council recommended to directly purchase the requests made by Kristine Donnelly and Jason Gay and thus did not recommend approval to FTEF. Council did not recommend approval for the submission from Walsh/Schnitzler as they believe additional consideration of need should be discussed at the discipline committee prior to determining need for such an expenditure. Requests from Mr. Burgess, Mr. Poff, Mrs. Duncan, and Mrs. Anderson were all approved to move to the next step in the process.

- **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 an additional 1.5 personnel in order to meet student scheduling requests and increased enrollment, a situation that most schools in the region are not as fortunate to experience. Proposed use of personnel allocation is attached.

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.

- **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 1<sup>st</sup>

(attached). In order to provide professional development opportunities for coaches (clinics and sport specific training) Mr. Robinson included funding in the Section 6 Activity Director Account. This became necessary as a result in restrictions clarified by recent revisions of the “Redbook” not allowing Activity Funds to be used for PD for coaches. Other solutions are being explored however Mr. Robinson and the council agreed that the training is necessary for continued growth of coaching expertise. The Council approved the recommendation without amendment.

### **Other Business**

No other business was reported or discussed.

### **Confirmation of April meeting**

The next regular meeting will take place April 20, 2015 in the Administrative Conference Room at 3:30 p.m.

### **Adjournment**

Council adjourned at 4:36 p.m.