

MINUTES OF THE
WARREN CENTRAL HIGH SCHOOL
SITE BASED DECISION MAKING COUNCIL
"SPECIAL CALLED MEETING"
Wednesday, November 18, 2015

The Warren Central High School SBDM Special Called Meeting on November 18, 2015 began at 5:01 in the Conference (Room 144).

Members present: Mike Stevenson, Chair; Naranda Jewell and Mark Thornberry, Parents; Marti Watson, Michele LeNoir, and Aaron Maples, Teachers

Member(s) absent: None

Visitors: Kathy Goff

CALLING MEETING TO ORDER

Mr. Stevenson called the meeting to order at 5:01 p.m.

APPROVAL OF AGENDA

The agenda for the November 18, 2015 Special Called meeting was presented.

APPROVAL OF MINUTES

The minutes for the October 12, 2015 were presented. Marti Watson made a motion to adopt the minutes; Mark Thornberry gave a 2nd to the motion. Motion was passed and minutes adopted.

PREVIOUS BUSINESS UPDATE/REVIEW

- WCHS existing Policies vs. WCPS SBDM must have policies audit

REQUIRED POLICIES: Must be in writing and approved by the Council

		Policy #		Changes to Consider	
1	Determination of curriculum, needs assessment, etc.	1.00	Present		Up to date
2	Assignment of all instructional and non-Instructional Time	7.0	Present	Assignment of working hours for instructional staff i.e. Instructional aide's times will brought to the Board prior to the start of each school year.	Needs revision
3	Assignment of Students	2.00	Present	Is it in the WCHS Handbook? Parent input? Do Special Needs, ESL students have priority scheduling?	Needs revision
4	Determination of the school day and week		Present		Correct
5	Determination of use of school space		Present		Correct

6	Planning and resolution of issues regarding instruction practice		Present		Correct
7	Selection and implementation of discipline and classroom management	4.0		May want to include PBIS	
8	Adoption of an Emergency Plan		Not Present	i.e. Will review it every year and approve by the Council.	
9	Procedures consistent with local board policies		Present		Correct
10	Consultation Procedures	11.03	Present	<p>May be too specific</p> <p>Do you declare vacancies before posting? Note: A job is not posted until requisition is made.</p> <p>Council informed at the next meeting</p> <p>11.03: The principal will conduct interviews for certified positions (Change to administrator)</p> <p>11.05: This is covered under certified</p>	
11	Define Consultation and the Selection of Personnel by the Principal	11.06	Present		
12	Committees	6.0		<p>It says we will have . . . committees.</p> <p>Standing committees must have advertised meetings, minutes, quorums, include parents, etc. Should report to Council on regular basis.</p> <p>NOTE: Recommend Ad Hoc's; serve the purpose of immediate need and end when complete. Safer.</p>	
13	Advanced Placement, Dual Credit, etc.	12	Present	<p>Delete <u>Kentucky Virtual High School</u>.</p> <p>Confirm what classes are currently being taught. You shall offer . . .</p> <p>AP classes approved by the AP Board.</p> <p>Delete <u>KVHS Fees</u></p>	
14	Wellness Policy			Don't work too hard until Mrs. Goff provides additional information	
15	Writing Program			Last one on record: January 2011 Need Plan developed and added to policy. This came after the Portfolio went away.	
16	Parent Involvement Policy			Required as a result of being Title I. Have we sent something in????	

REQUIRED DECISIONS: A decision does not have to be outlined in writing.

		Decision #		Changes to Consider	
1	Principal Selection	13.00		Don't really need, but if you keep DELETE: 13.08 (<i>Supt. gives them to you by law</i>) and 13.10 (<i>Supt. Is a part of it now</i>). Supt. is now a member of the Council.	
2	Number of Personnel in Each Job Classification		Not Present	Do NOT need this policy. Principal will share that he has ## teaching positions	
3	Determining Textbooks, Instructional Materials, and Support Services			Textbook plan must be approved by Council	
4	Budget and Administration			WCHS Budget must be approved by the Council when received per the District. Section 7: The Council must be approved per the District. NOTE: The District supersedes the local level.	
5	Annual Data – State Assessments			Share the data with the Council to inform how we are doing throughout the year. i.e. STAR, ASVAB, ACT, COMPASS, etc.	
6	Professional Development Plan			Principal, department heads, curriculum coordinator, etc. will write a plan, share with the Council for approval, and forward to Central Office (Kupchella)	
7	Flexible Grouping			This is elementary age	
8	Assessment of Individual Student Progress			Any assessment given schoolwide that is showing the progress the school is making.	
9	School Improvement Planning Process			Approved by the Council before forwarding the Central Office (Kupchella) - - Due in January	
10	Religious Liberty for Students			Given to Council Members during training by Mrs. Goff	

REQUIRED BYLAWS

		Decision #		Changes to Consider	
1	Membership of the Council			It should be held at the PTO meeting; No PTO DELETE or add a PTO TEACHER ELECTION: Principal . . . The principal does not need to be involved. Elections: During the end of school year; then states April/May. - - Fix Some schools have 2-year terms NEED: Designate which members would be a 2-year term during the elections. Each year 2 members would be elected for a 2-year term. Principal will forward results to Supt. only - - NOT the Board.	Need Revision

2	Parent Elections	1.06		CLEAN UP: PTO President will set the parent nomination deadline and the Principal will set the teacher deadline.	
3	Minority Elections	1.08		A special election shall be conducted both by the PTO and the teachers to elect minority if none elected. The PRINCIPAL will take over in this case and will run minority elections.	
4	Removal of Council Members			May want to add how a Council member can be removed. NOTE: If you want, but not necessary.	Revision
5	Meeting Frequency and Agenda			Quorum – representing each group appointed. That's not the case now - - DELETE the first 2 sentences.	
6	Open Meetings				Correct
7	Requirements of Recordkeeping	2.0 and 9.0			Correct
8	Process of Appealing a Decision				Correct
9	Mandating a Training for a Council				Correct
10	Amendment				Correct

ADDITIONAL QUESTIONS:

- Item 8.0
 - “The primary method for making **decisions** should be by consensus of the Council. Should a consensus not be reach on an item then a vote of the issue will be taken with a majority rule.”
 - A motion, second, or vote is NOT needed for a consensus.
 - Do we all agree, yes? Then motion approved by consensus.
 - MINUTES: Look at minutes, are there any changes, no. We have a consensus. If no consensus, then you vote.

- Item 10.0
 - “The Council, upon recommendation from the principal, shall approve all board monies and expenditures.”
 - Approve a monthly budget updates - - Board SBDM Funds/Activity Funds
 - SUGGESTION: Delete 10.01 and keep 10.02

- Item 3.0 - - Functions of the Council
 - SUGGESTION: Delete. Some contradict your policies.

- When making changes to the policy: Note: **Revised by date (i.e. Revised November 18, 2015)**

- SUGGESTION: Club Policy: Have a window that is available for NEW clubs to join.
 - May want to ADD as a policy

- SUGGESTION: Possibly a College and Career Readiness Policy

NEW BUSINESS

N/A

CLOSED SESSION

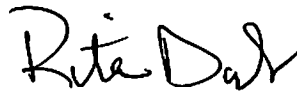
- Consensus made to go into closed session.
- Hired Troy Halcomb – Asst. Boys Basketball Coach
- Consensus made to come out of closed session.

ADJOURNMENT

There being no further business consensus was made to adjourn until our next meeting on Monday, December 14, 2015 @ 5:00 p.m.



Mike Stevenson, Chairperson



Rita Daniels, Recording Secretary