

**EDYTHE J. HAYES MIDDLE-SCHOOL
SBDM COUNCIL MINUTES
JULY 26, 2011
HELD AT EJH CONFERENCE ROOM**

Present: Sherri Heise, Chris Luketich, Steve Railey, Katelyn Farrell, Amanda Arnett

Guests: Beth Naylor (SAM)

- I. **Call to order:** Mrs. Heise called the meeting to order at 4:48 PM. The new council introduced themselves.
- II. **Reading of Mission Statement:** The council read the mission statement
- III. **Agenda Approval:** Mr. Railey motioned to approve the agenda. Ms. Farrell seconded. Unanimous approval. The council discussed the standard agenda for the 2011-2012 school year. Ms. Arnett motioned to approve the standard agenda as noted below. Mr. Railey seconded. Unanimous decision to approve the following standard monthly agenda.
 - I. Call to order
 - II. Reading of the Mission Statement
 - III. Agenda Approval
 - IV. Previous Meeting's Minutes
 - V. Public Address
 - VI. Good News Report
 - VII. Committee Reports
 - VIII. Principal Report
 - IX. Budget and Staffing
 - X. Student Learning
 - XI. Policy Review
 - XII. Set Working Agenda for Next Meeting
 - XIII. Adjourn
- IV. **Previous Meeting's Minutes:** Mr. Railey motioned to approve the previous meeting's minutes. Mr. Luketich seconded. Unanimous decision.
- V. **Public Address:** No one wished to address the council.
- VI. **Good News Report:** Mrs. Heise reported the building maintenance for the summer was completed a week ahead of the schedule. Football is anticipating 100-110 players prior to cuts this year. Cheerleaders and dance have begun summer camps this week. Math camp began July 25 for selected students. Over 30 calls were made inquiring about the camp during the summer from students who were not invited to the camp.

VII. Committee Reports: No committee reports were available for this month.

VIII. Principal Report: Mrs. Heise reviewed an informal version of the staff retreat agenda, which will be held on August 9, 2011.

Mrs. Heise recommended that council meetings occur the fourth Tuesday of each month at 4:30 PM, unless a conflict occurs, such as no school. Mr. Luketich motioned to accept the recommendation. Ms. Farrell seconded. Unanimous decision. Meeting dates will be

August 23, 2011

September 27, 2011

October 25, 2011

November 15, 2011 (does not follow schedule due to Thanksgiving break)

December 13, 2011 (does not follow schedule due to winter break)

January 24, 2012

February 28, 2012

March 27, 2012

April 24, 2012

May 22, 2012

June 26, 2012

Ms. Farrell nominated Mr. Railey as the vice chair for the SBDM council. Mr. Railey accepted. Unanimous decision for Mr. Railey to be named council vice chair for the 2011-2012 school year.

IX. Budget and Staffing: Mrs. Heise presented the current SCIF budget. Mrs. Heise reviewed funds controlled by the council, or Section 6 funds. Mrs. Heise reviewed activity school funds and how those funds are managed, as opposed to SCIF funds. Council will be presented reports on both budgets monthly.

Mrs. Heise presented the "Positive District Actions Committee Questionnaire Regarding Staff Diversity Disparities." This was developed from the sub-committee of the district Equity Council, with the purpose of increasing the number of minority certified teaching staff in the district. Currently, EJH has 12% minority certified teaching staff, compared with 36% minority student population. Mrs. Heise reviewed the hiring process EJH currently uses. First, applicants are screened, including a list of minority candidates from the district. A hiring committee is formed pursuant to the SBDM policy. Interviewees are given a score based on their answers from each member of the hiring committee. Once all interviews are conducted, the top three candidates are chosen. The committee then creates a list of qualities that a candidate should possess, and then ranks each interviewee on a scale of 1 to 5 for each quality. The council then selects the candidate that best fits the needs of our school.

Mrs. Heise reported Jessica Zaker has been recommended to the superintendent for hire for the vacant eighth grade language arts position.

- X. **Student Learning:** No information was available for student learning.
- XI. **Policy Review:** Mrs. Heise reviewed forms to council member signatures. Council members were given “Principal’s Certificate of Distribution of Written Documentation” and “Notice of School Based Decision Making Council Notifications.”
- XII. **Set Working Agenda for Next Meeting:** Next meeting scheduled for August 23, 2011 at 4:30pm.
- XIII. **Adjourn:** Mr. Railey motioned to dismiss. Ms. Arnett seconded. Unanimous decision to adjourn at 5:50 PM.