

**ROSWELL HIGH SCHOOL  
School Governance Council**

**Meeting Minutes – December 8, 2015**

Members present: Susan Greene, Jerome Huff, Sara Payne, Catharine Phillips, Doug Rubin, Amy Short, Lisa Smith, Jeni Stephens, Ben Sutter and Jim Vitale.

Members absent: Maddie Ross and Jacob Sutton

Guest present: Megan Huss, RHS Instructional Technology Specialist

CALL TO ORDER

The meeting was called to order at 3:05pm by Jim Vitale.

There were no requests for public comment.

ACTION ITEM

Catharine Phillips moved and Jeni Stephens seconded to approve the agenda as presented. The agenda was unanimously approved.

DISCUSSION ITEMS

Jeni Stephens and Jim Vitale shared the Request Post Public Comment Form (attached) and the council discussed the public comments submitted during the Requests for Flexibility (RFF) public comment period. Nan Cooper's public comments from the 11/17/2015 council meeting will be added to the Post Public Comment Form and two students who provided comments were listed as parents on the form so that information will be corrected.

The Additional PLC Learning Days RFF Proposal was discussed (attached). Mr. Huff provided feedback from the Area Superintendent to ensure the PSAT early release day addresses the needs of students who have requested PSAT testing accommodations. Parents request such accommodations through the College Board and not through RHS. In 2015 1 student requested an accommodation. Mr. Huff said RHS will reach out in advance to parents of these students to ensure any alternative transportation arrangements are made and/or other needs are addressed.

Mr. Huff said he spoke to all feeder schools about coordinating the schedule for RFF professional learning days. Neither feeder middle school will have professional learning days in 2016-2017. On 9/2/2016 RHS and three elementary feeder schools have requested professional learning days. Coordination of the second full RHS professional learning day is not possible due to the different education needs of elementary and high school students. Jeni Stephens will ensure the verbiage in the RFF is clear that RHS will make every attempt to align professional learning days with all schools in the RHS feeder pattern. As soon as any RHS professional learning days/early release days are approved Mr. Huff will communication those dates to RHS parents and to all schools in the RHS feeder pattern.

Megan Huss provided information on a measuring tool that can be used to measure the success of professional learning days to add to the proposal.

The Virtual Learning Lab General Study Skills Elective RFF Proposal was discussed (attached). Amy Short provided an overview of RFF.

#### ACTION ITEMS

Jeni Stephens made a motion to approve the Additional PLC Learning Days Request for Flexibility with discussed modifications and Amy Short seconded. The motion passed unanimously with all nine voting members present.

Ben Sutter made a motion to approve the Virtual Learning Lab General Study Skills Request for Flexibility and Lisa Smith seconded. The motion passed unanimously with all nine voting members present.

#### DISCUSSION ITEM

A final draft of the Seed Fund Final Application was reviewed and discussed (attached).

In the progress update section for previous seed funds awarded Amy Short will provide to Jim specific programs that have been reinstated/implemented since the Register was hired; and Megan Huss and Ben Sutter will provide 3 or 4 specific examples of student and teacher success resulting from the hiring of the Instructional Technology Specialist.

On Page 4 first bullet of last question on the page will be modified to read:

- New computers will replace the computers in a computer lab not currently used for anything more than testing by a few teachers maybe once a month.
- Megan will provide information on measurement tools that can be used for teachers and students to be included in Section 4 on Page 5.

For Section 9 on Page 6 Mr. Huff confirmed that school's general fund will support sustainability beyond the one-year grant.

The budget page will be adjusted to show all funds being requested as one line item.

Jim confirmed the list of items being requested will be included with the application and the final application submitted will be emailed to council members.

#### ACTION ITEMS

Susan Greene made a motion to Seed Fund Final Application with discussed modifications and Jeni Stephens seconded. The motion passed unanimously with eight voting members present (Susan Greene, Catharine Phillips, Doug Rubin, Amy Short, Lisa Smith, Jeni Stephens, Ben Sutter and Jim Vitale).

Ben Sutter moved to adjourn the meeting and Jeni Stephens seconded to end the meeting. The motion passed unanimously.

The meeting adjourned at 4:13pm.