

Harlan County High School

Site Based Decision Making Council Meeting Minutes

Date: September 2 2014 Time: 4:00 pm Location: HCHS Media Center

Regular Meeting

I. Call Meeting to Order:

Principal Burkhart called the meeting to order at 4:14 pm.

II. Roll Call:

Mrs. Carruba, Mrs. Mackowiak, Mr. Mosley, and Principal Burkhart are present. Ms. Mefford and Mr. Pace are absent. Quorum is present to proceed with the agenda.

III. Approval of Agenda:

- Motion to approve the agenda was made by Mrs. Mackowiak. Mr. Mosley seconded. Consensus was reached.

IV. Approval of Minutes:

1. Approve meeting minutes for August 5 2014.

- Motion to approve the meeting minutes for August 5 2014 was made by Mrs. Carruba. Mrs. Mackowiak seconded. Consensus was reached. Mr. Mosley abstained from voting since he did not attend the August 5 2014 meeting.

V. Hear Individuals/Delegations:

1. HCHS teacher Lisa Roberts will provide Council will information concerning the graduation items, class rings, and the yearbook:

Lisa Roberts shared her experiences with graduation items vendors with the Council. Principal Burkhart thanked Mrs. Roberts for her input for the Council's decision making process.

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2. HCHS teacher Emmanuel Anama will present the World Languages Curriculum for adoption:

Mr. Emanuel Anama, Spanish Teacher at HCHS, presented Council with a copy of the World Language/Global Competency for Program Review. He also provided Council with a copy of the Kentucky Standard for World Language Proficiency Frequently Asked Questions.

Mr. Anama and Mr. Benjamin Duncan, also a Spanish Teacher at HCHS, explained the components for Program Review and asked Council to adopt the World Language/Global Competency for Program Review.

- Motion to adopt the World Language/Global Competency for Program Review was made by Mr. Mosley. Mrs. Mackowiak seconded. Consensus was reached.

The Secretary will email Mr. Anama with the date of the meeting and the portion of the meeting minutes that record the adoption of World Language /Global Competency for Program Review by Council.

VI. SBDM Council Policy Review/Update:

1. Council will review the proposed HCHS School Safety Plan/Emergency Management Plan Policy.

Council reviewed the HCHS School Safety Plan/ Emergency Management Plan Policy. Principal Burkhart read the policy into the minutes. Council did not recommend any amended wording.

- Motion to approve the HCHS School Safety Plan/Emergency Management Plan Policy for first reading was made by Mr. Mosley. Mrs. Mackowiak seconded. Consensus was reached. This policy will be presented for adoption at the next regular meeting.

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2. Council will review the proposed HCHS Consultation Procedures Defined Policy. Principal Burkhart read the policy into the minutes.

Council added wording to address the possibility of a lack of quorum for meetings set to interview applicants or hire personnel. The added wording:

*In the event that there is no quorum for an HCHS SBDM Council meeting set to interview applicants or hire personnel, the Principal can decide to consult with absent Council members by phone, via telephone conference, or contact each absent Council member individually by phone to receive their input and decisions concerning the personnel matters being addressed by Council.*

- Motion to approve the HCHS Consultation Procedures Defined Policy for first reading with the added wording was made by Mrs. Carruba. Mr. Mosley seconded. Consensus was reached. This policy will be presented for adoption at the next regular meeting.

VII. Principal's Report/Good News:

1. The VIP Parking Passes for home football games that Council discussed last year have been implemented.

Principal Burkhart told the Council that several passes had been sold for the first home football game.

VIII. New Business:

1. HCHS School Safety Plan/Emergency Management Plan Review and Update:

Council received updated Contact Information and Crisis Response Team Information.

- Motion to adopt the HCHS School Safety Plan/Emergency Management Plan was made by Mr. Mosley. Mrs. Mackowiak seconded. Consensus was reached.

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2. Council will choose vendor for Graduation Memory Items, caps and gowns, class rings, and yearbook for 2014-15:

After a lengthy discussion, Council decided to choose Jostens to provide all graduation items, caps and gowns, cards and announcements, class rings, and yearbook for the 2014-15 graduating class.

- Motion to choose Jostens as the only vendor for graduation items, caps and gowns, cards and announcements, class rings, and yearbook for the 2014-15 graduating class was made by Mrs. Carruba. Mrs. Mackowiak seconded. Consensus was reached.

3. Council will decide if the current scheduled dates of meetings held in 2014-15 should be changed:

Council decided to review the current scheduled dates of meeting held in 2014-15 at the next regular meeting.

4. Dress Code update from Central Office:

**Central Office has notified Principal Burkhart that there can be no t-shirts worn by any staff members at HCHS unless there is a directive sent from Central Office.**

5. Finance report:

Principal Burkhart shared the current Finance Report with the Council.

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IX. Trips:

1. NHS requests approval for trip to Atlanta Georgia tentatively scheduled for the Thursday, Friday, and Saturday before Spring Break 2015. Depending on the number of days missed due to inclement weather, alternate date would be April 27-30. The NHS sponsor has given Principal Burkhart a packet with the pertinent information.
2.
  - Motion to approve the NHS trip to Atlanta Georgia tentatively scheduled for the Thursday, Friday, and Saturday before Spring Break 2015 was made by Mr. Mosley. Mrs. Mackowiak seconded Consensus was reached. Mrs. Carruba, NHS Sponsor, abstained from voting.

X. Fundraisers:

1. Boys Basketball team requests approval to sell t-shirts, long sleeve shirts, and sweatshirts. Funds raised will help support the Boys Basketball team.
2. Boys Basketball team requests approval to sell discount cards. Funds raised will help support the Boys Basketball team.
3. Boys Basketball team requests approval for a “Free Throw A Thon”. Team members will get sponsors to pay them for shooting 100 free throws. Funds raised will help support the Boys Basketball team.
4. Cheerleaders request approval to sell Krispy Kreme Donuts Oct. 3 2014 at the “Swappin Meet”.
  - Motion to approve all these fundraiser requests was made by Mr. Mosley. Mrs. Mackowiak seconded. Consensus was reached.

XI. Personnel: **Council will move to Closed Session.**

1. Council will review applicants for the vacant Social Studies position and set date for interviews.

2. Hire custodians

3. Hire Special Needs Assistant

- Motion to move to **Closed Session** was made by Mrs. Carruba. Mr. Mosley seconded. Consensus was reached. Council moved to **Closed Session** at 5:39 pm.
- Motion to return from **Closed Session** was made by Mr. Mosley. Mrs. Mackowiak seconded. Consensus was reached.

Council returned from **Closed Session** at 6:05.

**Entered into these meeting minutes from Closed Session:**

Council set a Special Called Meeting for Monday September 8 2014 at 4:00 pm in the HCHS Media Center to interview three (3) applicants for the vacant Social Studies position. Principal Burkhart will also check to see if there were any more applications for the Special Needs Assistant position and present them to Council during the Special Called Meeting. Principal Burkhart will notify the applicants of the date and time of the Special Called Meeting.

XII. Addendum:

None

XIII. Next meeting date:

The next regular scheduled meeting date is Tuesday October 7 2014.

XIV. Adjourn:

- Motion to adjourn was made by Mrs. Carruba. Mrs. Carruba. Mr. Mosley seconded. Consensus was reached.

The meeting was adjourned at 6:35 pm.

Edna M. Burkhart

10-7-14

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Chairperson's Signature

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Date Minutes Approved