

Harlan County High School

Site Based Decision Making Council Meeting Minutes

Date: October 7 2014 Time: 4:00 pm Location: HCHS Media Center

Regular Meeting

I. Call Meeting to Order:

Principal Burkhart called the meeting to order at 4:04 pm.

II. Roll Call:

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

III. Approval of Agenda:

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

IV. Approval of Minutes:

1. Approve meeting minutes for regular meeting on September 2 2014.

- Motion to approve the meeting minutes for regular meeting on September 2 2014 was made by Mrs. Mackowiak. Mr. Pace seconded. Consensus was reached.

2. Approve meeting minutes for Special Called meeting on September 8 2014.

- Motion to approve the meeting minutes for Special Called meeting on September 8 2014 was made by Mrs. Carruba. Mr. Mosley seconded. Consensus was reached.

V. Hear Individuals/Delegations:

1. Alexis Deal, Senior at HCHS, has asked to address the Council concerning a student parking pass issue.

**Not present.**

Council did discuss the recent review of the parking at HCHS conducted by Jim Middleton. That review concluded that out of the approximately first 60 parking spots, all were seniors except 3. On the first row, there was a mixture of students, from different sports and some that do not play sports. There was no cluster of any group. Those 3 students bought their permits on the day they were sold to seniors, so it was assumed they were seniors and permits were mistakenly sold to them. No spots were sold to drivers with only a permit. Teens with intermediate licenses are allowed to drive alone, but must follow certain restriction.

Students were not sold a parking permit unless they had all of the required items including license, proof of insurance, and a parking contract signed by student and parent which indicated that the fee was/is \$20. The HCHS handbook lists the price of a permit as \$15 but was changed and indicated within the application/contract. No permits were sold prior to the first day of sales. No applications were accepted ahead of time. It was first come first serve with seniors on day 1, seniors and juniors on day 2, anyone on day 3.

The review also concluded that no one brought cheerleaders applications to get preferential treatment. A teacher did deliver a couple of applications and pick up the permits rather than let the students out of class to get them.

Mr. Middleton does not recommend re-doing the entire parking. If it is determined that the 3 spots will be reassigned to seniors, then either move the first 3 from the second row or have a lottery for the seniors that currently have a permit but do something that would either be random or non-controversial.

VI. Personnel:

1. Council will discuss hiring Special Needs Assistant.

**Council will move to Closed Session.**

**This item was moved to the end of the meeting in order to accommodate the Appalachian Renaissance Initiative Student Senate Representative presentation.**

- Motion to move to Closed Session was made by Mrs. Mackowiak. Mrs. Carruba seconded. Consensus was reached.

**Council moved to Closed Session at 6:12 pm.**

- Motion to return from Closed Session was made by Mr. Pace. Mr. Mosley seconded. Consensus was reached.

**Council returned from Closed Session at 6:14 pm.**

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

After consultation with the Council, Principal Burkhart will make her recommendation to fill the Special Needs Assistant vacancy to Superintendent Howard.

VII. SBDM Council Policy/Update:

1. HCHS School Safety Plan / Emergency Management Plan Policy will be presented for adoption.

Principal Burkhart read the HCHS School Safety Plan/Emergency Management Plan Policy. Council offered no amended wording.

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- Motion to adopt the HCHS School Safety Plan/Emergency Management Plan Policy with no amended wording was made by Mrs. Mackowiak. Mr. Pace seconded. Consensus was reached.
2. HCHS Consultation Procedures Defined Policy will be presented for adoption. Principal Burkhart read the HCHS Consultation Procedures Defined Policy. Council offered no amended wording.
- Motion to adopt the HCHS Consultation Procedures Defined Policy was made by Mrs. Carruba. Mr. Pace seconded. Consensus was reached.

VIII. New Business:

1. Appalachian Renaissance Initiative Student Senate members Abby Landis and Jay Phillips will present to Council the grant requirements of ARI:

Overview of ARI

Overview of Student Senate

Site Base Role in ARI

The Plan required:

- A. School Culture Building Activities
- B. Community Service Activities
- C. Education
  - 1. Attendance
  - 2. Academics
  - 3. Behavior

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Abby Landis, Junior Student Senate Representative and Jay Phillips, Senior Student Senate Representative, provided Council with a PowerPoint presentation giving information on the Appalachian Renaissance Initiative.

On September 27 2012, the Harlan County Board of Education voted to participate in the ARI through participation in the federal Race to the Top grant application. This action committed all stake holders in our district to fully embrace the tenants of the ARI initiative. To date Harlan county Schools have benefited as a recipient of this \$29 million grant through Mondo Boards, Teacher Leader Communities, District Professional Development and Student Senate Representation.

Council was asked by the Student Senate Representatives to authorize the School Culture Report be added to the monthly SBDM Council agenda with the report coming from the School Culture Committee. Development of the committee is in progress. The criteria and process of choosing committee members will be provided at the next Council meeting.

Council was also asked by the Student Senate Representatives to designate the HCHS Gifted and Talented Leadership as the School ARI Committee.

- Motion to Authorize the School Culture Report be added to the monthly SBDM Council agenda and to designate the HCHS Gifted and Talented Leadership as the School ARI Committee was made by Mr. Mosley. Mrs. Mackowiak seconded. Consensus was reached.

Council shared some of their ideas with the Student Senate representatives, and told them that they commended them for their interest in improving our school and community.

2. Principal Burkhart has a proposed new schedule for Club Days:

**We will have Club Days the 1<sup>st</sup> and 2<sup>nd</sup> Thursday of each month.**

**The first Thursday will be during 1<sup>st</sup> and 4<sup>th</sup> period.**

**The second Thursday will be during 2<sup>nd</sup> and 5<sup>th</sup> period.**

**Teachers will need to schedule the club meetings during your planning periods and let me know when you plan to meet. I will relay it on to the classroom teachers so they can plan accordingly.**

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Principal Burkhart told Council this schedule for Club Days would be used on a trial basis. She will report the results to Council at the next meeting.

3. Council has been asked to review the recent School Secretaries reduction of pay.

Council reviewed the requests from our school secretaries. While Council recognizes the hardships that the reduction of pay has caused our secretaries, funds are not available to reinstate the lost hour of pay.

Council noted it was a District decision that all Classified employees received a reduction of one hour per day and the resulting reduction in pay.

4. Harvest Dance:

Principal Burkhart told Council that there had been some interest shown in having a Harvest Dance or other event at HCHS during the fall and winter.

### IX. Unfinished Business:

1. Council will discuss changing the day of the week and time of regular scheduled SBDM meetings.

After some discussion, Council decided to change the regular meeting date to the second Wednesday in each month. The time was changed to 3:15 pm with the meeting to be held in the HCHS Media Center.

- Motion to change the HCHS SBDM Council regular meeting date to the second Wednesday in the each month, at 3:15 pm, in the HCHS Media Center was made by Mrs. Carruba. Mr. Pace seconded. Consensus was reached.

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The Secretary will notify the HCHS teachers and the Media of the change of day of the week and time of day of the regular scheduled meetings.

X. Principal's Report/Good News:

1. Test Scores:

Council was given a copy of the HCHS 2014 ACT Overview:

ACT composite score of 18.2 which is up from 17.3 last year

English: 50% of students met this benchmark up from 37% last year. State average is 56% (18). 17.5 average score up from 16.1 last year.

Math: 21% of students met this benchmark up from 11% last year. State average is 29% (22). 17.9 average score up from 17 last year.

Reading: 27% of students met this benchmark down from 29% last year. State average is 33% (22) this score is down because the state actually increased the required benchmark score by 1 point. 18.4 average score up from 17.7 last year.

Science: 19% of students met this benchmark up from 4% last year. State average is 29% (23). 18.6 average score up from 18.1 last year.

Composite: 10% of students met ALL benchmarks up from 3% last year. State average is 17%. 18.2 average score up from 17.3 last year. This is the largest single year increase since we have been administering the ACT.

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XI. Fundraisers:

1. FCCLA requests approval to open the café before school and meet with club members. During this time coffee, hot chocolate, and healthy snack items will be sold. This meeting time will be called the Black Bear Breakfast Club.  
\*Council will discuss the practical aspects of such a club as well as the nutritional guidelines followed by the District.

**Council recommended that this fundraiser be resubmitted due to the items that would be sold and the possibility of the Media Center being damaged.**

2. Boys Basketball team requests approval to sell Gold Nugget Kettle Corn. Funds raised will help support the Boys Basketball program.
3. NHS requests approval to sell RADA cutlery Nov. 1-15 2014. Funds raised will help finance the NHS trip to Atlanta.
4. NHS requests approval to sell Tupperware October 10-25 2014. Funds raised will be used to pay for the Charter Bus for the trip to Atlanta.
5. Girls Basketball requests approval to have a Free Throw Shoot a Thon on 10-18 -14. Funds raised will be used for team travel and equipment.

**Council recommended that this fundraiser be resubmitted for another date. The Dance Team has scheduled an event in the gym for that day (Saturday).**

6. Girls Basketball requests approval to have a Lady Bear Play Day to be held on September 13 2014. This request was signed by Principal Burkhart earlier due to the fundraiser date falling between Council meetings.
7. Student Prom Committee has requested approval to fundraise. \*Council will refer to HCHS SBDM Policy HC 035.

**Council disapproved the Student Prom Committee fundraiser requests. HCHS Prom Finance Policy states:**



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**Starting in 2013, the Prom will be financed and paid for entirely from a standard formula of 325 paying students at \$50.00 a ticket bringing the money available for the prom cost in its entire billing to \$16,250.00. The Prom costs may not exceed the amount that is taken in by ticket sales. Any and all additional costs for the Prom must be made up in fund raising or donations. However, no expense above \$16,250.00 may be incurred without the approval of the SBDMC in special session.**

- Motion to approve fundraiser requests 2, 3, 4, and 6 was made by Mr. Pace. Mrs. Mackowiak seconded. Consensus was reached.

XII. Finance Report:

Council received a copy of the Finance Report.

XIII. Addendum:

None

XIV. Next Meeting Date:

The next regular scheduled meeting date is Tuesday November 4 2014.

**Council changed the regular schedule meeting dates for 2014-15 during this meeting.**

**The next regular scheduled meeting date is Wednesday November 12 2014 at 3:15 pm.**

XV. Adjourn:

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

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The meeting was adjourned at 6:18 pm.

Edna M. Burkhart

11-12-14

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Chairperson's Signature

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Date Minutes Approved