**New Highland Elementary School**

**Site Based Decision Making Council Meeting**

**March 10, 2011**

The New Highland Elementary Site Based Decision Making Council met on Thursday, March 10, 2011 4:05 pm in the Office.

Members present were Karen Drake, Georgia Gordon, Gilbert Sutton, Stephanie Brown, Annette Burkhart, Mark Thomas and Christine Baldwin.

Members not present: Lana Mitchell. No Visitors were present.

The meeting was called to order at 4:05 pm by Mark Thomas.

**Old Business:**

Copies of the minutes from the last meeting dated February 17, 2011 were reviewed. Christine Baldwin made a motion to accept the minutes as read. Stephanie Brown 2nd the motion.

**New Business:**

Mr. Thomas passed out copies of a letter provided to parents regarding requests for specific teachers sent in the Spring each year for the following school year. The committee discussed whether to keep the letter and revise it or to remove it. A motion was made by Gilbert Sutton to remove the letter from our standard policies. The motion was 2nd by Georgia Gordon.

Copies of the Schedule of Balances, Funds, and monthly Balance were provided. A discussion followed. Karen Drake made a motion to accept these documents as read, and 2nd by Stephanie Brown.

Mr. Thomas informed the committee that the council will soon need to revise the By-laws as they are in much need of updating.

The meeting was adjourned at 4:35 pm. The Next meeting will be April 14, 2011 at 2:30 pm.