**New Highland Elementary**

**Site Based Decision Making Council Meeting**

**September 1, 2011**

The New Highland Site Based Decision Making Council met on Thursday, September 1, 2011, at 2:32 p.m. in the school lounge.

**Members present included:** Renee Brinson, Trina Ramsey, Georgia Gordon, J.D. Duncan, Karen Drake and Mark Thomas.

**Agenda:** Mr. Thomas reviewed the agenda with the council and announced there will be changes made to future agendas.

**Visitors present:** None

**Finance:** No financial report submitted. For future SBDM meetings, finance reports will run one month behind due to the date change from the third Thursday to the first Thursday of each month.

**Minutes:** The minutes of the monthly meeting on August 11 were reviewed. Trina Ramsey made a motion to accept the minutes and Karen Drake seconded it.

**Upcoming SBDM Meeting Dates:**

Oct. 13, Nov. 3, Dec. 1, Jan. 5, Feb. 2, Mar. 1, Apr. 5, May 3, Jun. 7.

All meetings are currently scheduled for 2:30 p.m. at New Highland Elementary.

**New Business:**

**PLD days and Coaching Day:** There are four PLD days built into the school calendar. In September there will be a coaching day for teachers to observe other teachers at grade level. Jimmie Dee Kelley has compiled a notebook for teachers on Differentiated Instruction.

**E-Walks:** Administrators make classroom observations to improve student learning. An email can be sent to the teacher five minutes after observation.

**PLC Minutes:** These will be reviewed from each grade level at future meetings.

**Parking Lot:** Renovation to the front parking lot will begin on September 6.

**MAP Testing:** MAP Testing started Tuesday, August 30, and is ongoing.

**Old Business:**

**Intervention classroom:** Both classrooms are up and running and working well.

**Open Building:** Survey results were discussed. Open Building discussion will continue during PLC meetings and will be reviewed again at next SBDM.

**Training/Finger Printing:** All members have completed training.

Meeting adjourned at 3:20 p.m.

Minutes submitted by Monica Oliver