**New Highland Elementary**

**Site Based Decision Making Council Meeting**

**December 1, 2011**

The New Highland Site Based Decision Making Council met on Thursday, December 1, 2011, at 4:45 p.m. at Golden Corral.

**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 recognized the visitors.

**Visitors present:**  Chalis Packer

**Minutes Review:** The minutes of the monthly meeting on November 3 were reviewed. J.D. Duncan made a motion to accept the minutes and Georgia Gordon seconded it.

**Old Business:**

**Accident Reports:**  October and November reports were reviewed by council members.

**Open Building:** The School Culture and Climate Committee resubmitted the Open Door policy with updated changes and an example of the laminated cards that will be used. The council liked the idea of using the cards and would like another revision made to the policy. The policy states “Parents/Guardians may walk their child to the classroom prior to the first bell (7:35).” The council would like “and exit by” added to the policy for the remainder of this school year and for the 2012-2013 school year. All doors should be locked except for bus door and front door. Clarification will be needed for the term “All parents”, if this includes parents who are on staff.

**New Business:**

**Vision and Mission Statement:** New Highland Elementary must have a vision and mission statement for SACS. A statement was submitted to the council for approval with a small change to the last statement.

**Fundraisers:** Mr. Duncan raised concerns about the fundraisers that are sponsored by PTA.

**Committee Review:** No committee policies or minutes were reviewed at this time.

**Instruction:** No items were addressed at the meeting.

**Student Achievement/Success Stories:** Eithan Wills and Leenah Dales, two students from the Travel Program, visited the meeting by reading a book to the committee members. Ms. Barnes talked to the committee on the strides these students have made since being in the program. Each teacher gave details on the schedule of instruction that is done during the day. Ms. Barnes and Ms. Witte reported that both classes are seeing great improvement and two students have graduated out of the program and are on grade level and doing well.

**Finance:** No finance report was addressed. For future meetings, the finance report will be one month behind because the bank statement is not received in time for the meeting.

Meeting adjourned at 3:27 p.m.

Minutes submitted by Monica Oliver