**New Highland Elementary**

**Site Based Decision Making Council Meeting**

**November 24, 2014**

The New Highland Site Based Decision Making Council met on Monday, November 24, 2014, at 2:45 p.m. in the library for a regularly scheduled meeting.

**Members present included:** Daniel Mullins, Jackie Gibbons, J.D. Duncan, Tammy Hall, Christie Jones, and Heather Fredricksen

1. **Opening Business**
	1. **Recognition of visitors:** Chalis Packer
	2. **Agenda:** Mr. Mullins reviewed the agenda with the council. Christy Jones made a motion to approve the agenda and J.D. Duncan seconded.
	3. **Minutes:**  Heather Fredricksen made a motion to approve the October regular meeting minutes and Tammy Hall seconded.
	4. **Good News Reports:** Christy Jones shared with the council she felt drop off was going much better in the morning. Mrs. Fredricksen shared that from a parent’s point of view, Veteran’s Day went well. There was some discussion on how to improve Veteran’s Day next year.
	5. **Public Comment:** None
2. **Student Achievement**

The committee reviewed the percentages of students who scored on grade level or above on the fall MAP assessment. Mr. Mullins explained the correlation between MAP scores and the K-Prep. Goals will be set for those students taking K-Prep based on their MAP scores.

1. **Planning**
2. Mr. Mullins announced that CSIP was complete. However, he was recently notified of a new component, The Missing Piece, which is mandated by the state. This component requires a parent survey and the results of this survey reported as part of the CSIP. The committee reviewed the survey NHES will be asking parents to complete.

 **IV**. **Program Review**

 There was no new business involving the Program Review.

**V.** **Budget Report**

The October finance report was reviewed by the council. Tammy Hall made a

 motion to accept the report and J.D. Duncan seconded.

**VI.** **Committee Reports**

 There were no committee reports to review.

**VII.** **New Business**

1. **Title 1 Audit and De-Brief** On December 1, 2014 New Highland will host a Night of Stars from 5:30-7:00. Teachers will be paid at the rate of $25.00 an hour to attend. The night will focus on goal setting or discussions of MAP data with parents.
2. **PBIS** SBDM reviewed PBIS data. Mrs. Packer shared that New Highland scored a 100 on the PBIS walk through by central office.
3. **Scheduling** There are concerns that there are gaps in the schedule allowing for certified teachers to have periods of time they are not responsible for instruction. Mr. Mullins said that all certified teachers have 45 minutes of planning time. If they are not responsible for a class during a certain time period, they have been assigned to a classroom teacher for support.
4. **Classroom Assignments** There was discussion on how students are assigned to classrooms once the school year has begun. We now have a policy for the placement of students within classrooms.
5. **Cap Size** There was discussion on classroom cap sizes and the steps taken by administration and SBDM to increase a grade level’s cap size.
6. **Writing Across the Curriculum** SBDM discussed the need for special area teachers to incorporate writing into their curriculum. In addition there was discussion about classroom teachers embedding special area content into classroom instruction and special area teachers being asked to embed classroom content into their instruction.

 **VIII.** **Policy Review**

1. Tammy Hall made a motion to accept the second reading of the Extracurricular Programs Policy and Heather Fredricksen seconded. .
2. Christy Jones made a motion to accept the second reading of the Wellness Policy and Tammy Hall seconded.
3. Tammy Hall made a motion to accept the second reading of the Classroom Assessment Policy and Jackie Gibbons seconded.
4. Heather Fredricksen made a motion to accept the second reading of the Curriculum Policy and J.D. Duncan seconded. .
5. Christy Jones made a motion to accept the second reading of the Homework Policy and Jackie Gibbons seconded.
6. Tammy Hall made a motion to accept the second reading of the School Day and Week Schedule Policy and Heather Fredricksen seconded. .
7. Christy Jones made a motion to accept the second reading of the Budget Policy and J.D. Duncan seconded.
8. Tammy Hall made a motion to accept the second reading of the Improvement Planning Policy and Heather Fredricksen seconded. .
9. Jackie Gibbons made a motion to accept the first reading of the Parent Involvement Policy and Christy Jones seconded. .
10. Jackie Gibbons made a motion to accept the first reading of the Student Assessment Policy and Heather Fredricksen seconded.
11. The Program Review Policy was send back to the Program Review Committee for review.

Christy Jones made a motion to adjourn and Jackie Gibbons seconded.

Meeting adjourned at 4:45 p.m.

Minutes respectfully submitted by Mary Foster.