**New Highland Elementary**

**Site Based Decision Making Council Meeting**

**April 18, 2016**

The New Highland Site Based Decision Making Council met on Monday, April 18, 2016 at 3:00 p.m. in the library for a regularly scheduled meeting.

**Members present included:** Daniel Mullins,Tammy Hall, Jackie Gibbons, Justin Maddock, Betty Underwood, and Heather Fredricksen

1. **Opening Business**
   1. **Recognition of visitors:** No visitors
   2. **Agenda:** Mr. Mullins reviewed the agenda with the council. Justin Maddock made a motion to approve the agenda and Tammy Hall seconded.
   3. **Minutes:**  Betty Underwood made a motion to approve the March regular meeting minutes and Tammy Hall seconded. It was noted the name Underwood was incorrectly stated as Brandenburg in the minutes. The minutes will be amended to state the name Underwood.
   4. **Good News Reports-**
   5. **Public Comment:** None
2. **Student Achievement**

There was no new business involving student achievement.

1. **Planning**
2. Mr. Mullins reviewed the CSIP progress notes with the council.
3. **Budget Report**
4. The March finance report was reviewed by the council. Tammy Hall made a motion to accept the report and Justin Maddock seconded.
5. Jackie Gibbons discussed the Per Pupil Allocations Budget with the council. Justin Maddock made a motion to accept the budget and Betty Underwood seconded.
6. Ms. Gibbons presented the Student Fund Budget with SBDM. Justin Maddock made a motion to accept the budget and Jackie Gibbons seconded.
7. **Committee Reports**
8. The council reviewed the Budget Committee meeting notes from March 23, 2016.
9. Mr. Maddock gave SBDM an update on the progress of the Program Review. The Program Review Committee has started to update and load artifacts into Assist. In order to collect more artifacts from teachers a professional development will be offered in the next few weeks. Also, Mr. Mullins has offered incentives to teachers who turn in artifacts.

**VII. Review**

The first reading of the Writing Plan/Policy was conducted. The council decided to send the policy back to committee for additional revisions.

**VIII. Old Business**

No old business at this time.

**IX.** **New Business**

1. Mr. Mullins shared the specials/lunch schedule for the 2016-17 school year with the council.
2. Site based elections are upcoming. Elisabeth Scott has agreed to chair the SBDM elections with Renee Cox as a co-chair. If either Ms. Scott or Ms. Cox is unable to fulfill this position, Lana Honaker has agreed to fill either position.
3. The council began discussion on developing a new Homework Policy for NHES. Discussion was tabled until the next meeting.
4. Mr. Mullins invited the council members to the SBDM Recognition Dinner on April 28th at 6:00 at EC3.

Heather Fredricksen made a motion to adjourn and Tammy Hall seconded.

Meeting adjourned at 4:25 p.m.

Minutes respectfully submitted by Mary Foster