

Site Based Management Team Meeting Minutes: August 2015

Position	Name	Rotate Off	Attendance
English	Joanne Anzaladua	2018	Present
Math	Lauren Baucom	2017	Present
Science	Christy Nichols (Clerk)	2016	Present
Social Studies	Austin Reep	2018	Present
CTE	Patrick Ollis	2018	Present
Other Special Areas	Larue Marone	2016	Not Present
EC Representative	Kassie Clark	2017*	Present
Student Support Services	Karen Guion (Chair)	2016	Not Present
Classified Employees	Shelly Rivenbark	2018	Present
At-Large	Pam Lanier	2017	Present
At-Large	Noah Setzer	2017	Present
Parent	Lafrankie Brown	2016	Not Present
Parent	Jennifer Selby	2018	Not Present
Parent	Kimberly Thomas	2018	Present
Parent	Barbara Wilson	2017	Present
Parent			
Parent	Staci Deason	2016	Not Present
Parent	Marti Perry	2016	Not Present
Parent	Connie and Dennis Mangum	2017	Not Present
Parent	Noeli Robles	2017	Not Present
Student Representative	Dylan Segee	2016	Present
Assistant Principal	Adrien Porter	2017	Present
Principal	Kevin Plue	----	Present

- **Approve Minutes from May: Actionable**
 - It was moved for the minutes from the May 2015 SBMT meeting to be approved. The motion was passed unanimously.

- **Training: Information**
 - The 2015-2016 SBMT members, both new and returning, were trained on the Forest Hills High School Site-Based Management Team Guidelines. Please refer to the packet received at the SBMT meeting on 8/18/2015 for membership specifics.
 - Items for the agenda should be submitted one week prior to the scheduled meeting.
 - Meetings are always held at 4:00 pm in the FHHS Media Center.
 - Issues presented to SBMT typically deal with either student achievement or safety but are not limited to these topics. Personnel issues are off limits for the SBMT.

- **Officer Elections: Actionable**
 - The SBMT members voted for the 2015-2016 officers. Karen Guion will serve as site-based chairperson and Christy Nichols will serve as the site-based clerk.

- **School Improvement Plan: Need Input**
 - We are on a two year school improvement plan cycle. With 2015-2016 being the second year of this cycle, the team will be working to tweak the plan.

- **Budget: Need Input**
 - FHHS received a one position cut in July. This position was cut in the physical education department.
 - Dr. Plue noted that within the last 4-5 years, Forest Hills is up over 100 students in population, while ADM allotments are down by four slots. We now have a 32 ADMs.
 - As of this school year, special projects funding (money used for student-based spending) has been cut by sixty percent since UCPS is no longer a part of the low wealth consortium. This is a loss of approximately \$30,000. Several years ago, Forest Hills was given an extra \$40,000 in case such a scenario occurred. Dr. Plue proposed that the extra funding be split between the next two school years to soften the blow of

the \$40,000 cut. Even with this, money needs to be cut and shifted in certain areas to account for a \$10,000 shortfall.

- Explanation of proposed expense categories for the school budget
 - Media center funding is required by SAC and cannot be cut any lower.
 - Remediation/intervention services funding is spent on things such as student incentives, IR passes, etc.
 - Office supplies funding is spent on items such as post it notes, pencils, and other needed supplies.
 - Agenda funding is spent to provide students with an agenda as well as the student hand book at the beginning of the year. Both parent and student representatives expressed concern that this money could be better utilized in another area.
 - Technology funding was cut several years ago as UCPS took over replacement of teacher computers. The funding that remains is spent on replacement of items such as smartboards and projectors.
 - The copier/copier paper line item is budgeted for less than what is actually spent in that area. Copier training and tracking was suggested for informational purposes. It was also noted that the cost to copy on the Toshiba copiers is 1.1 cent per copy. The cost to copy on the Risso machine is 0.7 cent per copy so, therefore, a box of paper, that cost approximately \$23, actually costs the school a total of \$70-\$120 when factoring in the cost of the copies.
 - The printing line item is spent on things that have to be sent out to print such as office discipline referrals.
 - The tutoring center line item is spent to maintain the after school tutoring center. It was suggested that this was an area where cuts could be made. Members were asked to report to constituent groups concerning how tutoring is used within each department and whether or not this funding is appropriate and beneficial. Dr. Plue did note that attendance was not that high on a regular basis.

- **Next Meeting: October 14, 2015**