

Forest Hills High School Site-Based Management Team Guidelines

Membership Guidelines

1. All members elected to the FHHS SBMT must be elected by secret ballot from their constituent group.
2. Staff At-Large members are elected from the entire staff.
3. Parent representatives are chosen from among volunteers.
4. The makeup of the FHHS SBMT is as follows:

Position
English Department Representative
Math Department Representative
Science Department Representative
Social Studies Department Representative
CTE Department Representative
Other Special Area Representative
Student Support Services Representative
Classified Employees Representative
Staff At-Large Representative (2)
Parent Representative (8 Approx)
Assistant Principal Representative
Principal

5. The makeup of each constituent group is usually self-explanatory, but the following definitions will help with those groups that are not easily identified.
 - Student Support Services=Counselors, Psychologist, Curriculum Coordinator, ESL, Media Specialist, Instructional Support, CASP, EC.
 - Classified Employees=Any non-certified employee.
 - Other Special Areas=Fine Arts, PE, ROTC, Foreign Language.
6. Terms of service to the FHHS SBMT are considered to be three academic years. The rotation of membership will be set so that approximately 1/3 of the team will rotate off each academic year. This will guarantee that the majority of the team is experienced.
7. Members are expected to serve the entire three years of their term if nominated and elected. If a member must leave the team during the middle of a term, a replacement will be elected from the constituent group to complete that term.
8. A member completing a full three-year term is not eligible for re-election to the team for one full academic year. After a one year absence from membership, the person may run for another term. A member filling an uncompleted term for another member may be re-elected for a full term without being required to sit out.
9. The FHHS SBMT will elect from within the members of the team a chairperson and a clerk each academic year. The chairperson is responsible for running the meetings, along with the

principal, and making sure that the agenda is planned for each meeting. The clerk is responsible for taking the minutes and providing them to the membership within a week of the meeting date.

Meeting Dates and Times

1. The FHHS SBMT will meet on the second Wednesday of each month except in months where the second Wednesday is not a school day. The meeting will be moved to a different Wednesday on such months.
2. Meetings are always held at 4:00 in the Media Center. Meetings are scheduled for one hour, but in some cases, meetings may last longer depending on the length of the agenda and the nature of the agenda items. Members will be notified as far in advance as possible if the agenda will be long so they may plan accordingly.

Agenda Items

1. Agenda items must be submitted to the chairperson or the principal one week prior to the meeting. Items submitted later than this will be placed on the agenda for the following month. Notification of an agenda item should come from members of the FHHS SBMT, but anyone can present the item at the actual meeting.
2. Staff members who have an item for the FHHS SBMT to discuss should notify their representative to have the item placed on the agenda, and then the staff member and the FHHS SBMT representative should decide who will make the presentation at the meeting.
3. Parents are expected to be available to the parent body at large to collect items for the agenda that may be of concern to parents in general. Any parent may address the FHHS SBMT, but the agenda item should come through a parent representative.
4. Agenda items will fall into one of several categories and will be noted as such on the agenda itself. These categories are:
 - Information-- these items require no action from the team but need to be relayed back to constituent groups.
 - Actionable-- these items will need to be voted on by the team upon completion of discussion.
 - Need Input-- these items will require members to go back to their constituent groups and gather input. Typically these items will be on the agenda again at a future meeting as “actionable”.