

## Site Based Management Team Meeting Minutes: August 2014

Position	Name	Rotate Off	Attendance
English	Brianne Davis	2015	Present
Math	Lauren Baucom	2017	Present
Science	Christy Burriss (Clerk)	2016	Present
Social Studies	Amanda Donato	2015	Present
CTE	Patrick Ollis	2015	Present
Other Special Areas	Larue Marone	2016	Present
EC Representative	Megan Welty	2017	Present
Student Support Services	Karen Guion (Chair)	2016	Present
Classified Employees	Ricky Williams/Sandra Lee	2015	R. Williams—Not Present S. Lee—Present
At-Large	Pam Lanier	2017	Present
At-Large	Noah Setzer	2017	Present
Parent	Lafrankie Brown	2016	Not Present
Parent	Jennifer Selby	2015	Present
Parent	Tasha Rushing	2015	Not Present
Parent	Barbara Wilson	2017	Not Present
Parent	Chad Whitley	2015	Present
Parent	Staci Deason	2016	Not Present
Parent	Marti Perry	2016	Not Present
Parent	Connie and Dennis Mangum	2017	Present
Parent	Noeli Robles	2017	Not Present
Student Representative	Caroline Bradley	2015	Covered by a member of the student council
Assistant Principal	Adrien Porter	2017	Present
Principal	Kevin Plue	----	Present

- **Approve Minutes from May: Actionable**
  - It was moved for the minutes from the May 2014 SBMT meeting to be approved. The motion was passed unanimously.
  
- **Team Guidelines: Information**
  - The 2014-2015 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 8/18/2014 for membership specifics.
  - Remember that 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 with the exception of April 2015.
  - 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 chairperson is responsible for helping to set the agenda and running the meetings along with the principal. Karen Guion will serve as the 2014-2015 SBMT chairperson.
  - The clerk is responsible for taking the minutes and providing them to the SBMT membership. Christy Burriss will serve as the 2014-2015 SBMT clerk.
  
- **CCEP: Need Input**
  - Community Construction Equity Plan will be presented to the Union County Commissioners by the UCPS Board of Education. This plan will include a prioritized list of construction projects that need to be addressed at UCPS schools. Items may include such things as repairs, renovations, additions, etc.
  - Each school is being asked to create a committee consisting of school personnel, parents, and student representatives. At Forest Hills, this committee will include the following teachers: Patrick Ollis, Breanne Davis, Larue Marone, and Adrien Porter. Approximately six parents, who are not employees of UCPS, will be asked to

serve. A student council representative will also attend the meetings that are to occur before the September SBMT meeting. This committee will be responsible for creating a priority list of facilities issues at Forest Hills.

- **SIP: Need Input**

- School Improvement Plan must be revisited and revised every two years. This should be completed during the 2014-2015 academic year. At the September SBMT meeting the team will look at what needs to be updated concerning the SIP. Though changes in strategies and targets have occurred at Forest Hills, the major goals of the SIP will remain the same: improve student achievement, increase staff morale, and increase graduation rate.

- **Survey Data: Need Input**

- Data will be presented at the September SBMT meeting concerning survey results from the teacher working conditions surveys, student surveys, and parent surveys.
- Members will be expected to report to constituent groups to discuss areas of concern in the data. Members will then be asked to return to the October meeting with input from their constituents.

- **Budget: Need Input**

- Dr. Plue will present a proposed budget for the 2014-2015 school year at the September meeting. At this time the SBMT members will vote on the budget.
- Clarification was made concerning the line item of “Extra Employment” in the proposed expenses. Extra employment includes money to pay for individuals to run Saturday School, After School Detention, Attendance Recovery, etc. This also includes money for tutoring and other needed summer help.

- **The next meeting will be held on September 10, 2014 at 4 pm.**