

FHHS Site-based Management Team
2011-2012, Meeting #1
August 17, 2011, 4:00 pm
FHHS Media Center

Members present: Kevin Plue (Principal), Jonathan Tyson (Assistant Principal), Glenn Shelton (English), Joyce Merriman (Math), Brenda Williams (Science), Mario Donato (CTE), Melissa Howell (Student Support Services), Crystal Bunn (Classified Employees), Kim McKinney (At-Large), Patricia Perkoski (At-Large), Vicki Hogan (Other Special Area), Sandra Davis (Parent), Susan Griffin (Parent), Wendy Vest (Parent), Donna Helms (Parent), Connie Harrell (Parent), Tracy Medlin (Parent)

Call to Order

Meeting was called to order at 4:00 pm. Dr. Plue stated that the goal is for each meeting to last about an hour.

Item 1: Team Organization/Guidelines

Members are to be elected by secret ballot from their constituent groups. Members are elected to a 3-yr. term after which time they rotate off.

A chairperson and clerk will be elected each year.

Meetings will be held at 4:00 pm in the FHHS Media Center on the second Wed. of each month except in months in which that day is not a school day.

Agenda items must be submitted to the chairperson or principal 1 week prior to the meeting. It can be presented by the representative for the constituent group or by the person raising the issue. Items can be informational or actionable.

Item 2: Officer Elections

Dr. Plue reported that Patricia Perkoski was willing to serve as chairperson and Melissa Howell was willing to serve as clerk. No other nominations were made. Both were elected unanimously.

Item 3: Reporting to Constituents

Members are responsible for keeping their constituent groups informed. FHHS staff members should share items from SBMT at department meetings. Parent members should share information and should especially follow up and provide information to parents raising questions or items for the team.

Item 4: Tardy Policy

Dr. Plue expressed that as he collected concerns from teachers, staff, and parents, tardies came up as a major concern. A new policy is needed to address tardies.

The policy proposed will require students are tardy to go to ISS to receive a tardy slip. Upon receipt of their third tardy for an individual block, the student will be assigned lunch detention to be served during their lunch block in the ISS room. Students more than 15 minutes late for a class period must be counted absent.

After some discussion about the details of implementation and a suggestion that the policy's effectiveness be evaluated by the October meeting, the policy was unanimously approved.

Item 5: Attendance

An effort to improve attendance warranted small procedural changes. Students needing to leave before the end of the day are to bring their notes to and receive early leave slips from Mrs. Nance in the morning. Students then present early leave slips to sign out. Admit slips will no longer be required when students return after an absence. Teachers will be reminded to check NCWise for waived days, etc., and teachers must note attendance on all progress reports.

This was approved unanimously.

Item 6: Hall Pass

It was proposed that an official hall pass be used by all teachers for any student leaving the classroom and that students are also allowed two personal emergency passes per 6 weeks per block. (Otherwise, class changes and lunch should be times for restroom use.) Students with verified medical conditions will receive a special pass from the nurse.

The official hall pass and the emergency pass allowance were approved unanimously.

Item 7: RttT PD Days

There are 5 Race to the Top professional development days now built into the calendar. One of those required workdays is the Wed. before Thanksgiving. The county has said that the required workday can be moved to a Saturday. As a staff, we can vote to keep the required workday the Wed. before Thanksgiving, move it to Sat., Nov. 5, or move it to Sat., Nov. 19. This is a required day, so sick leave will require a doctor's note, there will be no annual leave, and no day taken without pay on that day. There is a possibility that teachers can trade out with another high school for the alternate Sat. if approved ahead of time. SBMT members are to survey their constituent groups for input on which option they want.

There are also 5 Bank Days this year. Attendance at all 5 is required by all teachers.

Item 8: SIP

The School Improvement Plan must be updated by Oct. 1. It does not need to be rewritten. A subcommittee consisting of Dr. Plue, Mr. Tyson, Mrs. Perkoski, and Ms. Howell will work on the update. The updated plan will be brought before the entire team for approval at the next meeting.

Item 9: PLC Training/Continual School Improvement

Training for teachers, the direction and continual improvement of the school will be data, discussion, and SBMT driven.

Item 10: Fundraising

All fundraising projects must be approved by the SBMT. The form for submission is on Moodle. This is to avoid conflicts between different groups working at the same time.

Adjournment

Dr. Plue then asked for any questions or concerns. The meeting adjourned at 5:06 pm.

The next meeting is scheduled for Sept. 14 at 4:00 pm in the Media Center.