

FHHS Site-based Management Team  
Meeting #3  
Oct. 10, 2012, 4:00 pm  
FHHS Media Center

<b>Position</b>	<b>Name</b>	<b>Attendance</b>
English	Trent Thomas	Present
Math	Daniel Joyner	
Science	Christy Burris	Present
Social Studies	Amanda Donato	
CTE	Michael Hastings	Present
Other Special Area	Michelle Ballard	Present
EC Representative	Karen Casacalenda	Present
Student Support Services	Melissa Howell	Present
Classified Employees	Ricky Williams/Sandra Lee	S. Lee Present
At-Large	Kathy Deese	Present
At-Large	Kelly Norris Blakney	Present
Parent	Tracy Medlin	
Parent	Caryn Helms	Present
Parent	Tasha Rushing	Present
Parent	Cathy Stewart	
Parent	Chad Whitley	Present
Parent	Ann Gogatz	Present
Parent	Wendy Vest	
Parent	Donna Helms	
Parent	Connie Harrell	
Student Representative	Kimberly Rivers	
Assistant Principal	Tracy Strickland	Present
Principal	Kevin Plue	Present

**Call to Order**

Mrs. Blakney called the meeting to order at 4:00.

**Approval of Minutes**

Ms. Howell noted that the second emailed version of the minutes contained a correction. It was moved that those corrected minutes be approved. The motion passed unanimously.

**AdvancEd Update**

Dr. Plue reminded the team that UCPS is undergoing the accreditation process, and that AdvancEd is the entity that grants that accreditation, just as SACS used to. He shared that we are currently in the process of finalizing the self-assessment. Each committee completes the portion of the self-assessment relating to its focus, rating the school in several areas, explaining

the reasons for the ratings, and creating a narrative summary. The school can then use the self-assessment to plan and improve.

### Testing Schedule

At the last meeting, team members were asked to gather input from their constituent groups regarding whether a testing schedule in which certain departments only gave tests on a certain day of the week should be created. The members shared the input of their constituent groups. The English department had no recommendation citing that they use many means of assessments besides tests. From among the parents, some said they liked the idea of having a schedule, but they were concerned about “dead” days if the conclusion of a certain amount of material did not coincide with the testing schedule. One parent also noted that most students probably wanted to test as soon as possible after the completion of the material. The Science, Foreign Language, and CTE departments were all against a testing schedule. The At-Large teacher representative felt that teachers can be more flexible than students and could adjust their daily and unit planning to work within a testing schedule.

One teacher suggested that if there were just better communication among teachers about testing that we could avoid the problem of students with multiple tests on the same day. She suggested a testing calendar where teachers would post when their tests will be. This would show when teachers are planning to test, and teachers could make adjustments if there were many conflicts such as tests on the same day for classes where the students are mostly in the same grade.

A suggestion was made that the issue remain open and that more suggestions such as the testing calendar be considered.

It was also suggested that we implement something with freshmen to help them improve their time management skills so that multiple tests would not be such an issue for them. It could be done through courses or through homeroom. Dr. Plue said that it could be a mini Freshman Focus, referring to the course that Mrs. Deese teaches. He proposed that Mrs. Deese create lessons in organizational skills that can be shared with all freshmen, perhaps through homeroom.

No testing schedule will be imposed at this time, but the issue of handling and managing testing through other means will remain open.

### Budget

Dr. Plue presented a proposed budget. (See below.)

#### Proposed 2012-2013 Forest Hills High School Budget

Income		Proposed Expenses		Dept. Spending	
Category	Amount	Category	Amount	Dept.	Amt.
Instructional	105,912	Media Center	15,000	Math	4,000
Special Projects	43,679	Remediation/Intervention Services	4,000	English	4,000
Local Copier	14,179	Office Supplies	20,000	Science	4,000
	163,770	Agendas	4,000	Social Studies	4,000

Technology	25,000
Copier/Copier Paper	30,000
Postage	4,000
Printing	1,000
Staff Development	14,000
Departmental Spending	26,000
Extra Employment	18,000
Reserve	2,770
Totals	163,770

Fine Arts	5,000
Foreign Language	1,000
CTE	1,000
PE	2,000
EC	1,000
ALL	26,000

All savings and money unspent will be used to support technology.

Changes from last year's budget are mainly a reduction in the amount spent on technology and increases in the amounts spent for extra employment and for individual departments. Extra employment will be for assistant principals for summer work, counselors for scheduling, Mrs. Brantley to look for dropouts, Mrs. Bunn to clean up cumulative folders, for someone to run afterschool detention, and for someone to run Saturday school. The reduced amount in technology is understandable given the attention technology received last year. Now that each teacher has a laptop, Smartboard, document camera, and Slate, FHHS is in much better shape, but technology will still need to be maintained and upgraded. Professional Development, conferences, etc. is necessary try to keep people updated in their subject areas and in best practices to improve their teaching and student results. The Media program requires steady funding keep the required current non-fiction in print and electronic sources. The increase in funding for individual departments is actually a restoration of funding that last year was pooled for technology for all classrooms. This year, with teachers having more technology than in the past, the money can be spent within the departments for resources or equipment.

While a large portion of the budget still goes to copy machines and copier paper, it was reduced from last year's budget. A discussion ensued on how to reduce this number. Blended environment (use of Moodle) should help as should better understanding of the network/copier system. The new copier system should ultimately reduce costs, but teachers perhaps need more and better training to make it work to that end. Dr. Plue pointed out that sometimes fighting the copier battle is ineffective or not worth the unintended consequences. Some suggestions regarding the new copier system that should help with copies are using the private print feature, double-checking where you are printing before doing so, and to pick up the printing in a timely fashion. It was suggested that teachers be retrained on all the features of the copiers to maximize the efficiency.

Dr. Plue mentioned great participation in the Homecoming/Spirit Week events. A parent commented about morale being better at FHHS than he's ever seen.

Dr. Plue explained that the remediation/intervention line in the budget includes the prizes/incentives for the drawings. He also explained that Special Projects money is based on free/reduced lunch formula so we may receive more than some other high schools.

A parent raised a question regarding student participation, getting students more involved, getting students to help with projects, etc. One answer to that was the teacher assistants and the teacher cadet program and class run by Mrs. Deese.

Another suggestion was for an Academic Booster Club similar to the Athletic or Band Booster Clubs. This has been tried in the past, but not for some years. It is still in the works.

A motion that the proposed budget be made the actual budget and be approved passed unanimously.

Mr. Hastings suggested that there be a period of time right after school free from all-call intercom announcements to protect the time for meetings, parent conferences, etc. Dr. Plue agreed.

The meeting was adjourned at about 5:15.

The next meeting is Wed., Nov. 14 at 4:00 pm in the Media Center.