

Forest Hills High School
Site Based Meeting Minutes
November 2, 2009

Members in Attendance:

- Brittany Thomas
- Jeff Sholar
- Matt Collier
- Glenn Shelton
- Wanda Little
- Patricia Perkoski
- Kathy Deese
- Mrs. Bunn
- John Moore
- Susan Griffin
- Jonathan Tyson

Meeting called to order at 6:00pm by Glenn Shelton, Site Based Committee member.

Review of Old Business

- Tardy Policy
 - At a previous Site Based Meeting, it was suggested that we have 3 lock outs per week to lower the number of students tardy to class.
 - Since the inception of the lock out, it seems that the number of students tardy to class has reduced drastically.
 - All teachers have been asked to write an office referral for any student receiving 4 or more tardies to class..
 - Teachers thought the policy was going very well – especially when we had lock outs in back to back periods.
 - There does seem to be an issue having lock outs 3rd period due to lunches, but the administrative team asks for help from teachers in writing referrals for students who are tardy during that class period.
 - It was asked if students attending school via Virtual Classroom have the same attendance policy as students enrolled in traditional classes at Forest Hills. The answer was yes, students taking online classes have to comply with the same attendance policy as other students.
- Lunch Duty
 - Teachers are helping the administrative team to oversee 1st and 4th lunches respectively. These teachers are receiving comp time for their time helping in the lunchroom.
- Hispanic Heritage Night
 - It was reported that Hispanic Heritage Night had a very good participation rate and went over very well.
 - Many parents had the opportunity to ask questions regarding student attendance, school tardy policies, and other school policies and procedures.
 - Parents were concerned about having a translator present during conferences and meetings at school.

New Business

- Instructional Funds for Media Center
 - As per Central Services, 18% - 23% of the instructional budget should be spent on media and support for each school's Media Center.
 - At Forest Hills, we are projecting to spend 18% of our instructional budget on Media Center needs.
 - \$7,000 – Library Books (including processing costs)

- \$2,000 – Periodicals and Newspapers
 - \$7,000 – AV Materials (DVDs, Playaways, etc.)
 - \$3,500 – Computer Software/Online & eBook Resources
 - \$1,500 – Library/Office Supplies
 - \$2,000 – Other (camera accessories for recording and broadcasts)
 - Total = \$23,000
- Drama Club
 - Has requested to perform *Romeo and Juliet* this spring.
 - Monetary needs
 - 10 – 15 copies of play (at \$5.50 per copy)
 - Royalty fees (\$35)
 - Site Based Committee voted that it supported the Drama Club in this endeavor.
- Copier Readings
 - Last year, \$36,000 was spent on copiers and copies.
 - So far this year, it seems that the number of copies is much less than that of last year. Margaret Stewart, Bookkeeper, is keeping a monthly check on the number of copies made on each machine on campus.
 - This year it seems that we are making fewer copies, but using more paper.
- Concerns Regarding Student Achievement
 - It was suggested that using the SmartBoards and color-coding information may help the students in obtaining information.
 - It was suggested that teachers could provide students with guided notes that allow them to better keep up with classroom notes.
 - It was indicated that more students seem to have vision problems than students in previous years.
 - It was brought to the group's attention that the Sears Optical center will provide glasses and frames free of charge for all students with a note verifying they are a student in Union County Public Schools. (Students will have to obtain a prescription for the glasses at their own charge.)
 - Students can be referred to either the school nurse or the Drivers Ed teacher for an eye exam on campus.
- Sister School Activities with Piedmont High School
 - Once again, Forest Hills and Piedmont High school have been named as sister schools.
 - A business teacher from Forest Hills, and a business teacher from Piedmont have been contacted to participate in a program where their classrooms will be connected via cyberspace.
- Globalization at Forest Hills
 - The 10th grade English classes are participating in the *Around the World in 80 Days* project. Students are required to write a paper and create a product to help them understand different cultures. On December 17th, the classes will participate in a culminating activity for the project.
 - The Interclub Council is interesting in holding a Cultural Spirit Week.
 - For each day of the week, a culture/country will be highlighted where students will be encouraged to dress in authentic cultural clothing (as long as it complies with the school dress code).
 - There have also been suggestions for a classroom door decorating contest.

Questions/Comments from Committee Members

- Open House
 - It was suggested that Open House be held earlier in the school year (rather than after the 1st report cards have been handed out).
 - It was suggested that we hold a spring Open House for the 2nd semester in February after the first progress reports are distributed.

- Speech Classes
 - It was indicated that a student had inquired about offering a speech class at Forest Hills.
 - It was suggested that students have a portion of the class focus on interview skills and job-ready skills..
 - The *Around the World in 80 Days* project and the Project Citizen project do have an interview component to the projects.

- Senior Citizen's Breakfast
 - In previous years, the Fellowship of Christian Athletes have held a Senior Citizens Breakfast during the month of December.
 - It was determined that the Senior Citizens Breakfast this year will be a joint effort over the school.

Meeting was adjourned at 6:45.