

Harlan County High School  
SBDM Council Meeting Minutes

Date: January 11 2018 Time: 3:15 pm Location: HCHS Media Center  
Regular Meeting

I. Call Meeting to Order:

Principal Burkhart called the meeting to order at 3:15 pm.

II. Roll Call:

Ms. Alred, Mr. Branson, Mr. Henson, Mr. Nolan, Mr. Pace, and Principal Burkhart.

Ms. Alred, Mr. Henson, Mr. Nolan, Mr. Pace, and Principal Burkhart are present. Mr. Branson is absent. Quorum is present to proceed with the agenda.

\*\* Mr. Branson arrived a few minutes late.

III. Approval of Agenda:

- Motion to approve the agenda was made by Ms. Alred. Mr. Henson seconded. Consensus was reached.

IV. Approval of Minutes:

Approve minutes from December 14 2017 meeting.

- Motion to approve the minutes from December 14 2017 meeting was made by Mr. Henson. Mr. Nolan seconded. Consensus was reached.

V. Hear Individuals/Delegations:

None present.

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VI. SBDM Council Policy Review/Update

No policies were presented for review or update. Principal Burkhart suggested that the Council should meet for an entire day, at their convenience, to review all current policies.

Council agreed to come up with a mutually agreeable date to have a policy workshop to review the current SBDM Council policies.

VII. Finance Report:

Each Council member received a copy of the current Finance Report.

VIII. Principal's Report/Good News:

Principal Burkhart told the Council:

1. Both Girls and Boys Basketball teams are having a successful season.
2. HCHS Football team had several players recognized at the SEKC Banquet this past week. Coach Creech was recognized as the SEKC Class 5A Coach of the Year.
3. HCHS will host the Governor's Cup Competition on January 27<sup>th</sup>.
4. The District Principals Meeting was held at HC yesterday. Observations were conducted by all district principals as well as district office staff.

❖ This is part of the Superintendent's notes from the meeting:

Observations were conducted during the principals meeting at Harlan County High School.

Below is an overview of the positives taken from these observations:

Great student engagement, excellent discipline, excellent classroom management, excellent rapport with students, all students were on task in classrooms, and good use of technology.

We greatly appreciate the hospitality shown to all the principals and the district staff for these observations and for hosting this principals meeting.

IX. New Business:

1. Infinite Campus:

Principal Burkhart gave each member of the Council a copy of the District Policy pertaining to teachers' responsibilities and Infinite Campus.

The Policy states:

Grading/Reporting System

Each primary teacher shall provide parents with a comprehensive report that is based on samples of their child's work and that includes a descriptive, narrative evaluation of all aspects of the child's progress. **Grades shall be posted in Infinite Campus within a week of assessment and assignment completion in grades four (4) through twelve (12).**

Council discussed this policy at some length.

All Council members were in agreement that enforcement of the Infinite Campus Policy was necessary in order for parents to have an accurate accounting of the child's progress and grades. They were also in agreement that teachers should be held accountable for following this District policy.

2. NTI

Principal Burkhart gave each member of the Council a copy of the District Policy pertaining to teachers' responsibilities and NTI grading.

The policy states:

**Teachers will be required to give a grade in Infinite Campus to each student for each NTI day. Students will have 5 school days to complete their NTI day assignment once we return to school.**

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### NTI Policy Continued

Each teacher **must** record a grade in IC even if it just a daily grade or participation grade. Mr. Johnson, our DPP, will then extract all the grades recorded on the NTI day and document the student participation rate which is required by KDE.

Council discussed this policy at some length.

All Council members were in agreement that the NTI Policy should be enforced and teachers should be held accountable in following this District policy. They were also in agreement that teachers should be held accountable for recording NTI grades in order to be in compliance with KDE requirements.

Principal Burkhart thanked the Council for their recommendations, and told them that she would be discussing both policies during Department meetings tomorrow.

3. Council will review HCHS CSIP 2017-18.

Council reviewed the HCHS CSIP 2017-18.

- Motion to approve the HCHS CSIP 2017-18 was made by Mr. Nolan. Mr. Henson seconded. Consensus was reached.

\*\*The Secretary will attach a copy of the HCHS CSIP 2017-18 to the email sent after the next meeting containing the approved meeting minutes. The HCHS CSIP 2017-18 is also available on the school's website.

### X. Fundraisers:

1. HCHS Football Boosters request approval to host a Valentine Dance in February. Funds raised will be used for the Football Banquet.

Council agreed to approve the Football Boosters request with the stipulation that the Boosters will be responsible for clean up after the dance at their own expense.

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- Motion to approve the Football Boosters request to host a Valentine Dance in February with the stipulation that the Boosters will be responsible for clean up after the dance at their own expense was made by Ms. Alred. Mr. Henson seconded. Consensus was reached.

XI. Trips:

None.

XII. Personnel:

Council will move to **Closed Session**.

- Motion to move to **Closed Session** was made by Ms. Alred. Mr. Branson seconded. Consensus was reached.

Council moved to **Closed Session** at 4:05 pm.

The Secretary left the meeting.

- Motion to return from **Closed Session** was made by Ms. Alred. Mr. Branson seconded. Consensus was reached.

Council returned from **Closed Session** at 4:10 pm.

Entered into the meeting minutes from **Closed Session**:

Principal Burkhart, after consulting with the Council, will make her recommendation to hire a Special Needs Assistant to Superintendent Roark.

XIII. Addendum:

None.

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XIV. Next Meeting Date:

The next regular scheduled meeting date is Thursday February 8 2018.

XV. Adjourn:

- Motion to adjourn was made by Mr. Branson. Mr. Henson seconded. Consensus was reached.

The meeting was adjourned at 4:12 pm.

Edna M. Burkhart

2-28-18

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Chairperson's Signature

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Date Minutes Approved