

Harlan County High School
SBDM Council Meeting Minutes

Date: July 11 2019 Time: 3:15 pm Location: HCHS Media Center
Regular Meeting

The meeting was held in Room 145.

I. Call Meeting to Order:

Principal Burkhart called the meeting to order at 3:24 pm.

II. Roll Call:

Mrs. Carruba, Mr. McHargue, Mr. Pace, Mr. Reynolds, Mrs. Turner, and Principal Burkhart.

Mrs. Carruba, Mr. McHargue, Mr. Pace, and Principal Burkhart are present. Mr. Reynolds and Mrs. Turner are absent. Quorum is present to proceed with the agenda.

III. Approval of Agenda:

- Motion to approve the agenda was made by Mr. Pace. Mrs. Carruba seconded. Consensus was reached.

IV. Approval of Minutes:

Approve minutes from June 13 2019 meeting.

The minutes from June 13 2019 meeting could not be approved. Mrs. Carruba and Mr. McHargue were not present at that meeting. This agenda item will be added to the next meeting agenda.

V. Hear Individuals/Delegations:

None present.

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VI. Personnel: Council will move to **Closed Session**.

- Motion to move to **Closed Session** was made by Mrs. Carruba. Mr. Pace seconded. Consensus was reached.

Council moved to **Closed Session** at 3:25 pm.

The Secretary left the meeting.

- Motion to return from **Closed Session** was made by Mr. Pace. Mr. McHargue seconded. Consensus was reached. Council returned from **Closed Session** at 3:55 pm.

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

After consulting with the Council, Principal Burkhart will make her recommendation to fill the vacant Math position to Superintendent Roark.

VII. SBDM Council Policy Review/Update:

1. Council will review HC 007 HCHS Make Up Work Policy.

After reviewing the current policy Council decided to update the Submission of Excuses portion to comply with County Board policy and the Student Handbook.

- Motion to amend HC 007 HCHS Make Up Work Policy with the following amended wording was made by Mrs. Carruba. Mr. McHargue seconded. Consensus was reached.

Submission of Excuses:

Students who submit an approved excuse for an absence will be given **two (2)** days to complete their make-up work for each day missed. Per HCBOE Policy 09.123, students will have **two (2)** days upon returning to school to submit a parent excuse for their absence. Also, per this policy, only two parent/guardian excuses per trimester will be accepted. Any parent excuse not submitted within **two (2)** days of returning to school will be marked as unexcused and students will not be permitted to make up work missed for those absences. It is suggested that students provide all valid excuses immediately upon returning to school for consideration in order to obtain and complete missed assignments and avoid grade reductions. Parent Portal is available to all students and parents and provides an opportunity to monitor grades and attendance. In addition to the potential for grade reductions, unexcused absences may also impact student eligibility for participation in extracurricular activities as well as student compliance with no-pass no-drive legislation (Reference KRS 159.051).

VIII. Finance Report:

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

IX. Principal's Report/Good News:

1. Summer maintenance is on schedule.
2. HCHS will be closed on July 18th and 19th for custodians to complete waxing in the Atrium.

X. New Business:

1. Council will review the Harlan County High School Safety and Emergency Plan for 2019-20.

Each Council member received a copy of the updated School Safety and Emergency Plan for 2019-20. After reviewing the plan, Council decided to approve it as presented.

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- Motion to approve the HCHS School Safety and Emergency Plan for 2019-20 was made by Mr. McHargue. Mrs. Carruba seconded. Consensus was reached.

2. Council will review Harlan County High School Student Handbook 2019-20.

Mr. Pace, the Council liaison with the Student Handbook printer, provided Council with a list of updates for the Handbook. Council reviewed each item and decided to approve the updates.

As part of the Handbook update, Council decided to amend the Revised Prom Policy HC (014) line item #2 with the following wording:

Any date that does not attend Harlan County High School must be approved by the Principal, cannot be over 20 years old, and must adhere to a background check submitted by HCHS thirty days in advance of receiving prom ticket. Guests enrolled at other schools must have a completed HCHS Prom Referral form. Home School students must provide Home School verification. Any date shall not be below the ninth grade.

- Motion to approve the updated HCHS Student Handbook for 2019-20 was made by Mrs. Carruba. Mr. McHargue seconded. Consensus was reached.
- Motion to approve amending Revised Prom Policy HC 014 line item #2 was made by Mr. Pace. Mr. McHargue seconded. Consensus was reached.

A copy of the Student Handbook can be found online and there will also be hard copies available at HC.

3. Council will set the date and time for SBDM Council meetings for 2019-20.

- Motion to set the date and time for SBDM Council meetings for the second Thursday of each month at 3:15 pm in the HCHS Media center was made by Mrs. Carruba. Mr. Pace seconded. Consensus was reached.

The Secretary will email a copy of the meeting dates and time to All HCHS Teachers and the Media.

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4. Council will elect the Vice Chair for 2019-20.
 - Motion to elect Scott Pace as Vice Chair for 2019-20 was made by Mrs. Carruba. Mr. McHargue seconded. Consensus was reached.

XI. Fundraisers:

1. Boys Basketball Boosters request approval to host a Golf Scramble at Sleepy Hollow Country Club on August 10. Funds raised will be used for team expenses.
2. Volleyball Boosters request approval to host a Car Wash on July 27 2019. Funds raised will be used for team equipment.
3. Volleyball Boosters request approval to provide parking at the Poke Sallet Festival June 6-8. Funds raised will be used for team equipment.
4. Volleyball Boosters request approval to sell t-shirts during the summer thru August 2019. Funds raised will be used for team equipment.
5. Volleyball Boosters request approval to sell "Fan Cloth" items August 8-23 2019. Funds raised will be used for team equipment.
 - Motion to approve all five (5) fundraiser requests was made by Mr. Pace. Mrs. Carruba seconded. Consensus was reached.

XII. Trips:

None.

XIII. Addendum:

None.

XIV. Next Meeting Date:

The next regular scheduled meeting date is Thursday August 8 2019 at 3:15 pm in the HCHS Media Center.

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XV. Adjourn:

- Motion to adjourn was made by Mr. McHargue. Mr Pace seconded. Consensus was reached.

The meeting was adjourned at 5:15 pm.

Edna M. Burkhart

Chairperson's Signature

8 -8 -19

Date Minutes Approved