

SEHS SLT Minutes 3.7.2023

The meeting commenced at **2:50pm** in room 108.

Copies of the February meeting minutes were reviewed and approved.

Old Business

SLT discussed the pros and cons of the 2 remote days we had this quarter due to testing. Ultimately with concerns over AP testing 1.5 weeks after April 19th MAP testing and returning from Spring Break, SLT agreed to make April 19th a regular school day with all students on campus. There will be an adjusted bell schedule to accommodate two 2-hour testing windows.

New Business

There were concerns raised about copier maintenance and it was announced that Jen Morrow is our new treasurer and will handle copier maintenance moving forward. She will also take over payroll and as she becomes more familiar, she will take over purchasing as well. In this conversation, Vaughn asked if PTO could come back and start making copies again. This will be addressed at the next PTO meeting. Additionally, SLT agreed to Mr. Scott potentially moving a front office copier to the annex.

Concerns over the propping of the Annex doors were raised again. Mr. Scott is going to request a buzzer/camera system to be installed at the Annex door and is also going to speak with Annex teachers about not propping the door as it is a major safety concern.

Supply orders placed by departments at the end of the semester were not ordered. Departments are asked to submit those requests to their department chairs again. The department chairs know the new process for supply orders.

A request was made for announcements to be emailed to the staff and parents as well as scrolling through the closed-circuit channel. This was approved.

Our school will need to complete the FAM-S (needs assessment) this Spring. Mrs. Davis will reach out to the SLT representatives who need to complete this assessment with more details.

Parent and Student Questions / Announcements

None.

The meeting adjourned at **3:22pm**.

The next meeting is April 4 at 8:15am in room 111.