Woodland Elementary School

December 7, 2011

SBDM Minutes

All members present: Ashley Brus, Jenn Ford, Cindy Miller, Judy Bayne, Shianne Monteiro, James Moyers, and Dawn Tarquinio. Mary Silva was the recording secretary.

1. **Opening Business**

The meeting was opened @ 4 p.m.

1. A motion was made by Jenn Ford to approve the December agenda and seconded by Judy Bayne. A motion was made by Judy Bayne to approve the agenda from the Special Meeting on November 21st (CSIP) and seconded by Shianne Monteiro.
2. Jenn Ford motioned to approve November minutes and it was seconded by Judy Bayne.
3. Good News Reports –
4. Our Holiday lunch for our 3rd, 4th, and 5th grade students went very smoothly and we had very good parent attendance.
5. We are currently having our Pennies for Presents donation program and it looks like we will surpass last year’s total. Mrs. Signorino’s class is very excited about going to do their Toys for Tots shopping soon.
6. Our canned food drive is also going very well and we will be able to help many families with the food that has been donated.
7. The St. Jude Fundraiser is over and we are very happy to report that we had a record-breaking year of donations for our school!
8. Public Comment - None
9. Training – Shianne Monteiro has now completed her training hours for SBDM.
10. **Student Achievement Report**
11. Learning Checks Results/Grades 4 and 5 – 5th Grade Reflections: We will be having students test again and compare results. There has not been a huge change but assessment is good practice and provides insight on changes we *should* make. 4th grade will complete soon.
12. **Planning**
    1. Monthly Review –Mark Kopp, our Associate Superintendent of Curriculum, explained the new accountability model at our staff meeting.
    2. Laura McGray, principal of North Middle School, also shared techniques they are using for disipline. (PBIS) Our Environment Committee is reviewing the information and will be making decisions on whether we want to adopt some of the ideas.
    3. Policy Work – Instructional Leadership Committee is working on our Assessment Policy
    4. Extended Day Program – Our Eagle’s Club Program has begun and runs from 2:10 until 3:10 on Mondays, Tuesdays, Thursdays and Fridays. We have 50 students participating (we were hoping for to have 60 students attending but some parents declined their student’s participation for a variety of reasons.) To qualify for Eagle’s Club, students had to be below at-risk cuts in math and reading. We have five teachers and five instructional assistants helping with the program. Snacks are provided. The buses are taking 45 minutes (on average) to get all students home. We want to get assessment data to see how improvements are going. We will have more to report at the next SBDM meeting.
13. **Budget Report**
14. The November Schedule of Balances was reviewed by the council. A motion was made by Shianne Monteiro to approve the October budget and was seconded by Judy Bayne.
15. Title I Budget Adjustments – We won’t need to hire a 3rd person for the Eagle’s Nest program. A motion to accept was made by Cindy Miller and seconded by Shianne Monteiro.
16. PD Budget and Description – We reviewed our PD budget for 2011-2012. Mrs. Tarquinio explained the Professional Development Plan.
17. **Committee Reports**
18. FRC –

1) The Backpack Program is servicing 22 students at this time. There is a freeze on the program at the moment but we have some stockpiled goods and we have been able to continue helping these students.

2) Uniform Assistance – At least 150 students have received uniform assistance.

3) Lice Prevention – Five families have accepted help, some have declined.

4) Hygiene – Six students have had some in-depth education in personal hygiene.

5) Immunizations – Our FRC Coordinator has been helping to make telephone calls to parents to get updated immunizations on file.

6) Vision – Sixty students have been given vision tests. Our coordinator will follow up with parents to make sure they are following through with taking their child to the eye doctor when necessary.

7) Attendance – Coordinator is helping to make telephone calls to parents as well as home visits to encourage better attendance.

8) MIRP – Helps with MIRP three days per week with 4th grade.

9) October was a very busy month with Red Ribbon Week, Fire Safety and our Healthy Harvest Festival.

10) We are participating in a Holiday Food Drive in conjunction with North Hardin High School and and the Jr. ROTC Program. It is for canned goods only and we collected over 500 cans in only four days! We anticipate big success with this program.

11) Thanksgiving Food Baskets – Fourteen food baskets were delivered to Woodland families for Thanksgiving.

12) Pennies for Presents – FRC is involved with the Pennies for Presents/Toys for Tots. We have a collection box in the main lobby for Toys for Tots.

13) We will be able to help quite a few families with Christmas food baskets. A local church is providing 15 of our Woodland families in need with Christmas food baskets and three more will receive some through NHHS.

14) The Pennies for Presents program is going great. Mrs. Signorino’s class will shop for ten students with the donations that have come in. Five of our students will participate in the *Shop With a Cop* program.

15) Communicare – We need more referrals. Will have a more lengthy report next month.

16) One Hour Revolution – Our mentoring program during the school day. Eight students have been matched up with a mentor. The mentors must match well with the students or we do not pair them up. In January, folders will be sent home with all students.

17) FRC Quick Guide is being created. It will explain what FRC offers and the type of assistance that can be given. A spring calendar of events will be available. A workshop program is going to be offered and parents can choose two of the three topics to attend.The first one will be *Lunch and Learn”* to include how to write a resume, taking the GED successfully, and job skill development. They also hope to offer an evening class in *Debt Management*. The third topic is *Protecting Your Child* to include vital information on bullying, internet safety, and suicide.

18) Continuum Plan/Assurance Agreement for next two years.

1. The November accident report was closely reviewed by the council.
2. Committee Policy Work – The council reviewed various committee work thus far as it is still an on-going process.

1) Classroom Assessment

2) Learning Environment Committee (Discipline) - Schoolwide discipline language. We are planning to use the 2nd Steps Program and are gathering the materials needed.

3) Technology Committee – Want to have a strong policy so we know where to spend our funds. A survey was sent to teachers to see where the greatest needs are for the classroom.

4) School Schedule Policy/Instructional Staff Time, based on school improvement plan.

1. **Information**
2. Results ofThe Safe Schools Audit Report: They strongly recommended that our dismissal policy be changed and we will be addressing that at some point in time. Bus behavior was noted and we are working on that as well. It was suggested that we get a new vestibule door so people can’t walk right into our building and would have to go through the Main Office first. We have a nurse every Wednesday and every other Friday – not optimal but more than we have had in the past. There is a concern about the outside doors being difficult to get open and then once opened, they do not always securely close. (Fire marshalls have mentioned this as well.) We are actively seeking a resolution of this issue. It probably can’t be done until summer due to the extensiveness of the work.
3. Literacy First Follow Up – We received very complimentary remarks about our recent visit from them.
4. Red Carpet Visit – A Central Office employee came for a Red Carpet visit and we were told that we did very well.
5. **New Business**
6. We are having a Winter Program, led by Mr. Dale, on December 15th.
7. Our Winter Wonderland Shop will be open for the students to shop for their families the week of December 5th-9th.
8. We are having a Winter Craft Festival on Saturday, December 10th and the public is invited to come.
9. We now have an active PTO. We have two parents who are working hard to get things up and running. They have plans for many good things for our school.
10. **On-Going Learning**
11. All members have completed SBDM training.

A motion was made to adjourn the meeting @ 5:18 p.m. by Judy Bayne and was seconded by Shianne Monteiro.