**PANTHER ACADEMY**

**SITE BASE COUNCIL MEETING**

**Minutes**

**July 18, 2013**

**10:00 a.m.**

1. **Call to Order:** The first Panther Academy SBDM Meeting was called to order at 10:00 a.m. by Kelly Graham.
2. **Members Present:** Kelly Graham; Holly Sexton Butler; Heather Sharpensteen; Betsy Beach; Amy Truitt; Jill Valentine; Kim Druen.
3. **Introduction of All New Members:** All new members formally introduced and shared background information. All members received a Binder to hold all bi-laws, policies, etc.
4. **Norms:** Ms. Graham asked all members to reach a consensus on norms for all council meetings. Discussion and consensus is as follows: \* Keep cell phones on silent;Honor one another’s time; Limit side bar conversations; No interruptions; Attend all meetings and be on time.
5. **Mission:** Ms. Graham shared the EIS District Mission Statement: “A Tradition of Excellence, High Standards….. Each Student……Every Day.” She talked about how that involved a district strategic planning process with many stakeholders to develop, and in time Panther Academy will develop their own mission statement as well. All schools operate under the district mission statement with each school having their own unique mission for their schools.
6. **Comprehensive School Improvement Plan:** Ms. Graham shared copies of this document and briefly highlighted goals set for the school, primarily in reading, math, and literacy.
7. **Principal’s Report:** Several informational highlights of Panther Academy were mentioned, explained, and discussed with members facilitated by Ms. Graham. They include the following: Preschool Accreditation will be conducted this 2013-2014 school year; Kinder Camp and the new mandate for the Brigance Screen for all kindergarten students, and how this screen will help form well represented classrooms using important information such as academic abilities,age, gender, ethnicity, social emotional needs, special needs, etc; The Tell Survey which is a mandate from the state and how that will be shared soon with staff and council; Enrollment, Staffing, and two kg retirements this past year, Jaunie Knapp and Jackie Edwards; and one kg hire, Nicole Hines, with one recommendation to hire a certified teacher for Response to Intervention with Title I funds; Being a Title I School and all that entails with parent involvement and supplemental programs to support reading, math and literacy, as well as Panther Academy having the highest percentage of free and reduced lunch status at 66%. The majority of these are preschool students who qualify often based on low income and/or disability; Teacher member, Ms. Amy Truitt was asked to discuss the establishment and success of the KY Systems Intervention System (KSI), formerly known as Response to Intervention (RTI) which supports math and reading; and Ms. Graham shared that Panther Academy like all other EIS Schools as required by the state have Safety Crisis Management Plans in place and all teachers have these procedures and guidelines in their classrooms on what to do in the event of a crisis. Regular drills are conducted throughout the school year to ensure safety. Our school system also works with both state and local police to have our buildings monitored and visited on a regular basis for safety purposes.
8. **Approval of KY Association of School Councils:** Ms. Graham explained that this organization can help schools with providing resources, training, legal advice, etc. She recommended that the Council obtain KASC membership using Section 6 funds. (Approximately $200.) All schools in the district are members. Mrs. Valentine made the first motion to pass and Mrs. Beach made a second motion to pass.
9. **Training Requirements for Members:** All members have their required training up to date. Ms. Butler shared that the training our school shared with others in the district was a very positive and eye-opening experience for what schools are responsible for implementing.
10. **Set Dates and Times for Regular Council Mtgs:** Consensus was agreed to meet on the fourth Monday of each month from 3:00 p.m to 5:00 p.m. Meetings were agreed to last approximately one and a half hours and to not exceed 2 hours. Next scheduled meeting will be August 26, 2013.
11. **Positions on Council:** Using the KY Department of Education’s bi-laws as a guide, Ms. Graham, principal, will be the chairperson; and the council reached a consensus for Ms. Amy Truitt to serve as vice-chairperson and Ms. Kim Druen, school secretary, as the council secretary. Bi-laws were copied and shared with everyone, and discussion took place on council membership, to include minority membership which will be required in the second year a Council takes place.
12. **Bi-laws and Policies:** Ms. Graham explained to the Council about their operation using Bi-laws (how the council operates), and policies (how the school operates). She recommended that the council use Morningside Elementary’s bi-laws and policies for now which are under state guidelines and district policy to ensure good practices. The council will begin monthly to review these and adjust/revise these to reflect the needs of an early childhood school. Several of the articles in these bi-laws were discussed by the council and Ms. Graham encouraged all members to read and become familiar with them all. Ms. Graham will also copy Morningside Elementary’s Policies for everyone, so that they can begin to review on their own.
13. **Meeting Adjourned:** Consensus to adjourn the meeting at 11:48.