**Gallatin County Elementary School**

*“On Track for Success”*

Minutes of Elementary September 6, 2013 SBDM meeting

**Members Present:** Joe Wright, JoAnn McCaughan, Nicole Towles, Kelly Middendorf, and Etelva Staverman

**Members Absent:** Kelly Miller and Marty Glenn

**Secretary:** Debra Allen

**Guest:** Lenny Whalen

1. The meeting was called to order at 3:31 in the Lower Elementary conference room.
2. Opening Business
3. Agenda approved
4. Good news reports
   1. Several parent volunteers have helped in the classroom, with Copy Cat Day, Snack Day, and other functions.
   2. MAP testing went well.
5. Committees
6. Program Review
7. Minutes from the last program review committee meeting were distributed
8. Although all areas will be included, Practical Living will be our focus
9. Committee will make decision on whether to use UE evidence form
10. A main shared folder that branches out to different content areas will be created for faculty to input evidence and glean ideas
11. One team meeting each month will be devoted to Program Review. The meeting would enable sharing and provide evidence of PLCs.
12. Team leaders will email each other with unit/content information and help each other incorporate cross curricular lessons. Dr. Dee will send email reminders to teams.
13. Writing resources: Kelly Miller (KDG), Missy Wash (Grade 1), and Angie Jones (Grade 2). During Mrs. Wash’s maternity leave: Tonia Smith
14. Career resource: Angela Bledsoe
15. Date of collaborative efforts between regular and related arts teachers were discussed
16. Culture Committee
17. Specific misbehaviors are addressed in the code of conduct book.
18. School wide common Area Procedures/Expectations, including Voice Levels, were distributed and approved. Suggestions from SBDM: (a) pictures for Voice Levels to post in hallway. They like the easy to remember Respectful, Responsible, and Safe; (b) copy specific behaviors from code of conduct for staff members
19. Unanimous hiring recommendation for ESS Coordinator position by consensus: Barb McKittrick. Debbie Harsin and Barb McKittrick recommended for ESS teacher positions.
20. Midterms and Report Cards
21. First Midterm period ends September 20.
22. Week of September 23: parent conferences.
23. Kindergarten report card is 5 pages long (“60 pages per person at the end”). Covers the National Standards. Measures mastery/skill of students.
24. Parents need explanations of 1, 2, and 3. Example from Kelly Middendorf: if s/he is able to capitalize a sentence 5 times, that’s a 3. 2 is approaching but not quite there.
25. For kindergarten conferences, teachers will explain report card and discuss MAP, Literacy First, and SNAP.
26. Infinite Campus is problematic for teachers. Example: does not alphabetize.
27. Bottom line concerning midterms and report cards: keep partnership of parents and teachers alive. Communicate.
28. The next SBDM Council meeting is with the Board: Thursday, October 17. We will discuss MAP, SNAP, and Literacy First results. Different schools have different measures. We will be the first to present (two-hour meeting)
29. KRS Policy Functions
30. Emergency Plan Policy 13.02 revisions reviewed:
31. Today’s reading is our first; next month will be our second reading.
32. Needs to be in place by November 1, 2013.
33. First showed parents emergency plan in July, showed teachers in August, now revising plan in September.
34. Suggestion by council: One page Emergency Procedure in Red to place in Emergency Response Booklet
35. Change wording “Evacuation routes posted in each room” to “Evacuation routes and Emergency Response Booklet will be visible in each classroom”
36. Delete wording “All classrooms must remain locked during instruction time” and “doors must remain closed during instruction time”.
37. Add wording: “All staff must have a GCLE ID”
38. Curriculum Policy 05.01 revisions reviewed and approved:
39. Change wording in Function cell from “Curriculum” to “Common Core Standards”
40. Change wording under Topics from “Curriculum” to “Standards”
41. Change wording in Statement Purpose from “curriculum” to “Standard”, and from “CTBS and the CATS” to “MAP”.
42. Change wording in Statement Standards: (a) from “curriculum” to “Common Core Standards”; (b) delete the words “core content”; (c) change “CTBS” to “MAP” and (d) add words “or developed by staff”.
43. In Statement Responsible Parties, delete the first four sentences.
44. New Business
45. TELL Survey Results and Implications Power point
46. Definition and explanation of TELL and its constructs
47. Process for analyzing identified items and uses of data
48. 100% teacher agreement on several positive factors, including reliable communication; clean and well maintained school environment; teachers are encouraged to pursue leadership roles; local assessment data is available in time to impact instructional practice; the curriculum taught is aligned with Common Core Standards; support is provided; teachers are encouraged to try new things; and overall, our school is a good place to work and learn.
49. Challenges: (a) 29.6% agree too much routine paperwork; (b) 42.3% agree professional development is differentiated; (c) 44.8% agree school administrators consistently enforce rules for student conduct; (d) 59.3% agree student conduct policies and procedures are understood by the faculty; and (e) 59.3% agree administrators support teachers’ efforts to maintain discipline.
50. Focus desired by teachers: consistent, school-wide behavior plan.
51. Plan: Culture Committee’s behavioral plan (see 3b)
52. October 4 Kindergarten field trip to Cincinnati Zoo aligned with Animals unit – approved
53. October 17 Kindergarten field trip to Sun Rock Farm and Pumpkin Patch aligned with Animals unit - approved
54. Adjourned 4:47 p.m.