**Woodland Elementary School**

**October 14, 2015/SBDM Minutes**

*Members Present*: Donna Slatton, Jennifer Ford, Dawn Tarquinio, LeAnn Yonker, Penny Ellis, Natascha Johnson, Michelle Tobias, and Sonja Beardsley. Guests: Ashley Brus, Denise Kersey and Eileen Townsend. Recording secretary: Ashley Brus.

**1. Opening Business**

The meeting was called to order at 4:39 p.m.

1. Agenda approval - A motion was made by *Sonja Beardsley* to approve the October agenda and was seconded by *Natascha Johnson*.
2. A motion was made by *Sonja Beardsley* to approve the September minutes and was seconded by *Penny Ellis*.
3. Good News Report – KPREP scores have been released and Woodland is proficient!
4. Public Comment – Denise Kersey attended the meeting as the representative for the Planning, Professional Development and Budget Committee. Eileen Townsend attended the meeting to share survey data and future plans for her guidance counseling program.

**2.** **Student Achievement**

1. KPREP Results – Mrs. Tarquinio presented and reviewed the 2015 KPREP results which included Woodland’s current score, percentile, rank, AMO and accountability groups. Additionally, Mrs. Tarquinio shared the KDE homepage and the process for how to locate the school report card online. The staff analyzed Woodland’s KPREP scores and determined areas of cheer and growth which were shared with the council by Mrs. Tarquinio. As a result of this work, Woodland’s next steps will include a Program Review discussion at the next faculty meeting and the following month they will discuss biggest concerns.
2. MAP Results – Mrs. Tarquinio presented and explained the Fall 2015 MAP data to include grade level and subject area data. The next winter MAP session will take place in December and January. Following this session, grade level PLCs will begin to analyze the “apples to apples” data to determine instructional need.

**3. Planning**

1. Monthly Review – Mrs. Tarquinio presented the Leadership Day flyer to the council. The CSIP is due on the 3rd week of December. Next week is Red Ribbon Week.

i) **September**

 1 – Girl Scout Rally

 2 – PTA Meeting

 4 – Grandparent Breakfast

 7 – No School

 11 – BETA Service Day

 21 – PLD

 24 – Instructional Rounds

 25 - $1 Dress Your Best Day

 28 – 2nd Book Fair

ii) **October**

 1 – Bee Bop with Aesop

 5-9 – Fall Break

 16 – BETA Service Day

 19 – Junior BETA Inductions (11:30)

 20 – Picture Make-ups & Trevor Romain Presentation for 2nd-5th grade

 23 – Fall Festival (PTA will provide support for event prizes.)

 26 – PLD: Student Led Conferences

 28 – KPREP P/D Awards

 29 – Hollywoodland Action! Parent Night

 30 – Free Dress Your Best Day

iii) **November**

 2 & 3 – No School

 10 – Leadership Lab Begins

 13 – Beta Service Day

 19 – Leaderhisp Day

 20 - $1 Dress Your Best Day & Movie Matinee

 24 – Dental Program for 1st/2nd

 25-27 – Thanksgiving Break

1. Needs Assessment and Timeline for the Planning Process – Program review during the next faculty meeting, SOAR awards the following week, and more test data analysis for CSIP in upcoming meetings.

**4. Budget Report**

1. September Schedule of Balances: Council reviewed the September Schedule of Balances and there were no questions. A motion to approve was made by *Jennifer Ford* and seconded by *Natascha Johnson*.

**5. Standing/Program Review/Ad Hoc Committee Reports**

1. Committee Reports

i) Program Review Committee – At the next committee meeting, members plan to discuss the feedback provided by the program review review to determine next steps.

ii) Curriculum, Instruction, and Assessment – Committee has created a timeline for the upcoming KPREPPERS.

iii) Planning, Professional Development and Budget – Committee plans to create a survey on Survey Monkey to gather input from stakeholders regarding the CSIP. Mr. Farmer suggested to combine this committee with the technology committee.

iv) Culture, Wellness and Resources – Mrs. Tarquinio presented the draft wellness policy created by the committee. In addition, Mrs. Tarquinio shared how to access the Hardin County food app that provides nutritional information for all food served by the schools.

1. Accident Report: A motion was made by *Jennifer Ford* to amend the agenda to add the monthly accident report as 5b and was seconded by *Natascha Johnson*. The September Accident Report was reviewed.

**6. Bylaw or Policy Review/Readings/Adoption**

1. New Members – Michelle Tobias and Donna Slatton (minority members) were introduced to the council.
2. Review Emergency Plan Policy – This plan has been reported to the Radcliff Police Department and must be approved by CO by November so that it can be submitted to KDE.
3. Review Parent Involvement Policy – This was reviewed by the council in September.

**7. Old Business**

1. Member Training

i) Up to Date – Mrs. Tarquinio noted that all members have been trained with exception of our two new members Michelle Tobias and Donna Slatton. The list of trained members has been submitted to Carla Breeding at CO by Mrs. Tarquinio. In addition to training, all members must have their finger prints on file. All members have stated that they have done this except for Michelle Tobias who will schedule this as soon as possible.

ii) New Member Training - Michelle Tobias and Donna Slatton will receive online training as the usual training sessions are no longer available.

**8. New Business**

1. Mrs. Townsend - Counseling Program and Staff Survey Results: Mrs. Townsend shared the survey results she obtained from a staff survey provided in the spring. Based on staff input, Mrs. Townsend identified areas of success and improvement with regard to her guidance counseling program. Mrs. Townsend shared ideas she has to address the concerns. A copy of the survey results and suggested ideas for improvement can be found in the SBDM binder.
2. Related Arts Grading Rubric for Honor Role – Mrs. Tarquinio provided the council with a copy of the related arts intermediate and primary grading forms.
3. SBDM Member Forms: A motion was made by *Jennifer Ford* to amend the agenda to add two forms that needed to be signed by the council members and was seconded by *Penny Ellis*. The first form was authorization from the members to receive email notification for special called meetings. The second form was notice of council member duties under the law and managing public records. All council members signed the two forms and Mrs. Tarquinio will send notice to the Attorney General’s office stating that the forms are signed and on file.

**9. Ongoing Learning**

1. SBDM Calendar from KASC has been updated – Mrs. Tarquinio provided the council with a copy of the updated calendar.
2. Textbook money/Instructional resources – Mrs. Tarquinio shared the Notification of an On-List Purchase of a Basal Textbook or Program form. A copy of the form can be found in the SBDM binder.

**10. Upcoming Deadlines/Next Meeting Date and Preliminary Agenda**

 a. Upcoming Deadlines

 i) Second School Month – adjustments in allocations for materials and supplies – MET

 ii) September 15 – adjustments in allocations for staffing – MET

 iii) 75 days following 1st day of assessments – disaggregated data to school – MET

 iv) October – state test results analysis – MET

 v) October 1 – Achievement Gap due – MET (A copy of the Closing the Achievement Gap documentation

was provided to the council.)

 vi) November 1 – Safe schools verification in ASSIST (district role)

 vii) November 1 – Principals to report names and addresses of Council members and trainings – MET

 ix) Late December/Early January – updated improvement plans in Assist

 b. November Preliminary Agenda

i) CSIP to include newest 2015 testing data-work done by staff. – A copy of the Comprehensive Improvement Plan was provided to council members by Mrs. Tarquinio.

A motion was made by *Jennifer Ford* to adjourn the meeting and seconded by *Donna Slatton*. Meeting adjourned at 6:49 p.m.