**Woodland Elementary School**

**February 3, 2016/SBDM Minutes**

*Members Present*: Dawn Tarquinio, LeeAnn Yonker, Penny Ellis, Natascha Johnson, Donna Slatton, Sonja Beardsley and Michelle Tobias. *Guests*: Ashley Brus and Tiffany Jenkins. *Recording secretary*: Ashley Brus. *Members Absent*: Jenn Ford.

**1. Opening Business**

The meeting was called to order at 4:47 p.m.

1. Agenda approval - A motion was made by *Penny Ellis* to approve the February agenda and was seconded by *LeeAnn Yonker*.
2. A motion was made by *Sonja Beardsley* to approve the January minutes and was seconded by Donna Slatton.
3. Good News Report – Mrs. Johnson is feeling better. 1st grade used MAP data to rearrange and refresh their intervention block. We had a successful 100th day of school and a successful unplanned fire alarm.
4. Public Comment

i) Mrs. Jenkins shared the FRC Continuation Program Plan with the council. Mrs. Tarquinio signed the plan to keep our FRC services.

ii) FRC services for former students were discussed by the council. Mrs. Jenkins is willing to continue helping students that have moved out of state, but any assistance provided to them will not be recorded for Woodland FRC documentation.

iii) *Sonja Beardsley* made a motion to approve the assurances form for the FRC. This motion was seconded by *Penny Ellis*.

iv) Mrs. Jenkins then shared programs that have been planned and completed so far this school year, as well as, current and future programs/events being implemented through the FRC.

v) The council discussed the progress of the FRC shirt order.

vi) Wellness Policy Review- Committee made a suggestion to implement the new policy next school year. The policy was created in the fall and will be revised and edited annually. The policy will focus on student and staff health and is aligned with the district policy. The council made a suggestion to include scheduled monthly school-wide birthday celebrations on the last Friday of the month. The suggested revisions to the Wellness Policy will go back to the committee for discussion and revision.

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

1. Assessing Student Achievement – Mrs. Tarquinio shared the most recent winter MAP data, as well as, the KASC resource that shows data in spreadsheet form. Mrs. Tarquinio explained that the percentiles fluctuate as the norms increase and that there is a need to pay attention to the percentiles, as well as, the point growth. Mrs. Tarquinio provided the council with the updated MAP norms from NWEA and the council analyzed fall to winter MAP percentiles for reading and math in each grade level. Reading is a concern across the board which appears to be a core curricular problem. As a result of this, there is a need for continued professional development with the current reading program. MAP scores will be used to determine what interventions students will receive.

**3. Planning**

1. Monthly Review

i) **January** **-** 5th- KPREPPER, 6th- SBDM Meeting (4:45), 13th- Always Changing with 5th graders, 18th- No School,

21st- PGES Training with Rita Muratella, HCS Board Meeting, 26th- KPREPPER, PBIS Meeting (2:30), 28th- KSI Checks during PLC’s, FRC Family Event, 29th- $1 Dress Your Best Day and WWoF Breakfast

ii) **February**- 1st- Student Led Conferences (PLD), 2nd – KPREPPER, 9th – Compass training (select folks), 10th –

progress reports go home, 15th – school now in session for snow make-up, 15th – (week) Student Voice Surveys take place during computer lab classes (3rd, 4th, 5th), 16th- KPREPPER, 17th- LIM Coaching Day, 18th- HCS Board Meeting, 22nd (week) Scholastic Book Fair, 25th – FRC Family Wellness Night

 iii) **March** – 2nd – SBDM Meeting, 4th – PTA Movie Matinee, 8th – KPREPPER, 14th – PLD, 16th – Report Cards Go

Home, 18th – BETA Crazy Hair Day, 22nd – KPREPPER, 24th – Rita Muratella Visit, FRC Family Night, 25th - $1 Dress Your Best Day, 29th – PBIS Meeting

**4. Budget Report**

1. January Schedule of Balances- Council reviewed the January Schedule of Balances and there were no questions. A motion to approve was made by *Natascha Johnson* and seconded by *Michelle Tobias*.
2. Unspent Balances- Suggestions were made by the council of when classroom allotments need to be spent. Motion was made to schedule the day for March 15th annually. If classroom allotments are not spent by this day, the left over money will be moved to Fund 22. The motion was made to approve the unspent balance schedule by *Natascha Johnson* and seconded by *Penny Ellis*.

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

1. Committee Reports

i) Program Review Committee- Mrs. Yonker shared the committee’s progress and stated that Woodland fared well at the district program review. Members created rationales for all four areas and tried to put one piece of evidence for each. We are ahead of the game with our rationales and only need one strong piece of evidence per demonstrator.

ii) Curriculum, Instruction, and Assessment- Mrs. Ellis shared the committee’s discussion and it was determined that we need to focus our big needs as a school on our data. Our next big rock is to plan our KPREP festivities. Other discussion topics included reading concerns for foundational skills and iRead not being implemented with fidelity. The committee proposed a daily iRead schedule for all first and second grade classes to be taken back to all stakeholders for input.

iii) Planning, Professional Development and Budget- Tarquinio shared the PD plan for the 2016-2017 school year which was based on the PD survey given to the staff. Topics included are PBIS, LIM, writing curriculum, curriculum design for science and social studies, and a Reading Street refresher. It has been submitted to central office with tentative dates. A motion to approve the 2016-2017 PD plan was made by *Penny Ellis* and seconded by *Donna Slatton*.

iv) Culture, Wellness and Resources- Wellness Policy were presented to the council by Mrs. Jenkins during the Public Comment.

1. FRC Report- Mrs. Jenkins presented the FRC report during the Public Comment.
2. Accident Report- January Accident Report was reviewed by the council.

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

1. Consultation Policy – Mrs. Tarquinio proposed to the council to table this policy until the March meeting as it will not effect this school year. Mrs. Tarquinio asked the council members to please read the policy and bring suggestions. The council was in agreed to table this policy until the next monthly meeting in March.
2. Instructional and Non-Instructional Staff Time Assignment Policy- Mrs. Tarquinio proposed to the council to table this policy until the March meeting as it will not effect this school year. Mrs. Tarquinio asked the council members to please read the policy and bring suggestions. The council was in agreed to table this policy until the next monthly meeting in March.

**7. Old Business**

1. Member Training- All members of the council have been trained. Donna Slatton’s certificate has been received by central office for her new member training.

**8. New Business**

1. iRead Lab Time- Mrs. Ellis shared with the council the proposed schedule for iRead lab time during the committee reports.
2. Governor Bevin’s Budget- Mrs. Tarquinio shared the governor’s proposed budget which will include cuts for step raises and this will effect decision making for the next school year.

**9. Ongoing Learning**

1. KPREP Testing- 3rd, 4th, and 5th grade students will take the KPREP test within the final 14 days of the school year.

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

1. Upcoming Deadlines

i) March 1st Staffing Allocations- Concern with allocations for Special Education teacher based on our current enrollment numbers, as well as, concerns for regular education teacher allocations based on our current 1st, 2nd and 3rd grade enrollment numbers.

ii) Section 7 requests- Email has been sent to John Stith regarding Section 7 requests. There is no deadline at this time, but this fund has not been available for the past four school years.

1. March Preliminary Agenda

i) 2015-2016 discussion of draft budget from the school board (due March1)

ii) Consultation Policy and Instructional and Non-Instructional Staff Time Assignment Policy

A motion was made by *Penny Ellis* to adjourn the meeting and seconded by *Sonja Beardsley*. Meeting adjourned at 6:55 p.m.