**Woodland Elementary School**

**March 2, 2016/SBDM Minutes**

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

**1. Opening Business**

The meeting was called to order at 4:45 p.m.

1. Agenda approval - A motion was made by *LeeAnn Yonker* to approve the March agenda and was seconded by *Penny Ellis*.
2. A motion was made by *Penny Ellis* to approve the February minutes and was seconded by *Jenn Ford*.
3. Good News Report – Read Across America was a success. Suzy Broadwater, Hardin County School Board member, came to read to our students, as well as, soldiers from Fort Knox and the fire marshal. 1st grade came up with their own grade level solution for implementing extra iRead time and are seeing good results from their students over the last two weeks. 2nd grade has a schedule in place and hopes to get it started as soon as possible.
4. Public Comment - none

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

1. Assessing Student Achievement

i) KASC MAP Organizers with Teacher Surveys- Council discussed report provided by Linda Reed regarding overall performance. Mrs. Tarquinio shared the KASC spreadsheet that shows color coded distinguished, proficient, apprentice, novice data, as well as, the form provided by Mrs. Morgan for teacher reflection of MAP data. Teacher representatives on the council shared their experiences with the reflection sheet.

**3. Planning**

1. Monthly Review

i) **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, 26th- 1st Clubs Day

ii) **March** – 2nd – SBDM Meeting, 3rd- Instructional Rounds, 8th – KPREPPER, 11th- PTA Movie Matinee, 14th – PLD, 17th- Hardin County Board Meeting, 18th – BETA Crazy Hair Day and 5th Grade Live Scoring, 22nd – KPREPPER, 23rd- Report Cards Go Home, 24th – Rita Muratella Visit, FRC Family Night, 25th - $1 Dress Your Best Day, 2nd Clubs Day and WWoF Breakfast, 29th – PBIS Meeting

 iii) **April** – 1st-3rd Quarter Awards Ceremony, 4th- 8th- Spring Break, 13th- SBDM Meeting, 15th- Beta Service Day

(Flip Flop Day- Donate a pair of shoes or socks), 22nd – The Lion King Performance at the PAC, 26th- KPREPPER, 29th – WWoF Breakfast, 30th- PTA Yard Sale

1. A motion was made by *Penny Ellis* to amend the agenda to add Section 7 and seconded by *LeeAnn Yonker*.

i) Council members will share with stakeholders to gather suggestions for the use of this money and will bring

back ideas at our April 15th meeting. Suggestions need to be specific and reference CSIP which can be found on the school website.

ii) Mrs. Ellis will send an email to the school staff requesting suggestions for the use of Section 7 monies.

**4. Budget Report**

1. February Schedule of Balances

i) A motion was made by *Jenn Ford* to amend the agenda to change January to February on the Schedule of Balances and was seconded by *Sonja Beardsley*.

ii) Council reviewed the February Schedule of Balances and there were no questions. A motion to approve was made by *Natascha Johnson* and seconded by *Donna Slatton*.

1. 2016-2017 Discussion of Budget

i) The monthly calendar is due to the council by March 1st, but at this time we haven’t received anything at the school level regarding the budget.

ii) Mrs. Tarquinio provided a handout to the council of the recommended Governor’s budget for the next few years, as well as, KDE proposals for budget cuts.

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

1. Committee Reports

i) Program Review Committee- This committee is continuing to encourage staff to upload evidence to our Program Review.

ii) Curriculum, Instruction, and Assessment- This committee is working on planning the KPREP spirit week festivities.

iii) Planning, Professional Development and Budget- This committee utilized a survey to gather data regarding PD needs specific to technology and writing; Abel and Atherton set for July 27th.

iv) Culture, Wellness and Resources- Wellness Policy will be reviewed at next month’s SBDM monthly meeting. The district is currently reviewing their wellness policy as well.

1. February Accident Report- February Accident Report was reviewed by the council.

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

1. Consultation Policy – Amend the Committee Interview Policy to include parents. The council reviewed and revised the criteria and interview questions. As this is the first reading, the second reading will occur next month for approval and adoption.
2. Instructional and Non-Instructional Staff Time Assignment Policy- The council reviewed and revised the policy. As this is the first reading, the second reading will occur next month for approval and adoption.
3. Student Assignment Policy- The council reviewed and revised the policy. As this is the first reading, the second reading will occur next month for approval and adoption.
4. School Space Use Policy- The council reviewed and revised the policy. As this is the first reading, the second reading will occur next month for approval and adoption.
5. School Day and Week Schedule- The council reviewed and revised the policy. As this is the first reading, the second reading will occur next month for approval and adoption.

**7. Old Business**

1. Member Training- All members of the council have been trained.

**8. New Business**

1. Budget Report from KDE Commissioner- The council reviewed and discussed this budget during the budget report.
2. SACS Accreditation Report- Database of information has been submitted to include CSIP and survey. The team is coming last week of March (28th-1st) to visit schools within the district. The team is utilizing an instrument like the walkthrough tool and looking for evidence of what we stated we are doing. Classroom observations and interviews will be conducted with staff members.
3. Allocations- Mrs. Tarquinio shared next year’s allocations. We will have a PASS program. Tentative staffing allocations have been signed and will be submitted to Chris Reed.

**9. Ongoing Learning**

1. On-Line Insights- Council Leadership- Mrs. Tarquinio provided a handout to the council.

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

1. Upcoming Deadlines

i) March 1st- Tentative Staffing Allocations- Signed and will be sent to Chris Reed.

ii) Section 7 requests- Requests will be finalized at the school level by April 13th as they are due to CO by April 15th.

iii) May 1st- Annual Nutrition Report and Physical Activity Report due to KDE- Mrs. Tarquinio has inquired into what to do for this with Mark Kopp as the KASC Newsletter stated and assessment is due January 31st. At this time, Mr. Kopp stated that there is nothing we need to do for this.

iv) June 1st- Program Review due to ASSIST

1. April Preliminary Agenda

i) Student Achievement Report- MAP Reflections

ii) 2016-2017 Budget

iii) Regular and Special Meetings Policy Review

iv) Open and Closed Session Policy Review

A motion was made by *Penny Ellis* to adjourn the meeting and seconded by *Michelle Tobias*. Meeting adjourned at 7:06 p.m.