**Woodland Elementary School**

**November 2, 2016/SBDM Minutes**

*Members Present:* Dawn Tarquinio, Penny Ellis, Donna Slatton, Barbara Cornett, and Michelle Tobias. *Members Absent:* Jessica Casey. Guests: Ashley Brus, Karah Vessels, Denise Kersey, Stacey Brawner. *Recording Secretary:* Ashley Brus.

**1. Opening Business**

The meeting was called to order at 5:30 p.m.

1. Agenda Approval- The agenda was amended to add the PTA movie night to the monthly review that will be held on November 18th. A motion was made by *Donna Slatton* to approve the November agenda and was seconded by *Barbara Cornett*.
2. October Regular Meeting Minutes- A motion was made by *Michelle Tobias* to approve the October Regular Meeting Minutes and was seconded by *Penny Ellis*.
3. Good News Report- Michelle Tobias shared that the Fall Festival was phenomenal with $3,900 raised. After taking out expenses, $2,900 will go back to the teachers with about $400 dollars going towards the playground resurfacing. A suggestion was made to schedule it next year closer to payday so more people are able to come and the PTA is willing to partner with the FRC to help our families with transportation and purchasing tickets.
4. Public Comment- Karah Vessels is happy to be joining us for this month’s meeting.

**2. Student Achievement**

1. Assessing Student Achievement
2. State Assessment Results- The council was provided with the analysis notes provided by the staff and Mrs. Tarquinio shared the guiding questions PowerPoint used by the staff, as well as, the documents used to analyze the data. Mrs. Tarquinio also shared the school report card found on the KDE website.

-GAP was the lowest area of proficiency with novice reduction the worst at zero points.

-Addressing novice reduction will reduce gaps.

-Mrs. Tarquinio proposed to the council that she will work with the KDE tools (30/60/90 Plan for GAP reduction) and will inquire about a KDE consultant to work with us. Additionally, on November 11th there will be a GREEC training with a core team. The council agreed with this proposed plan of action.

**3. Planning**

1. Monthly Review
2. **October**- 3rd-7th- Fall Break, 12th- 1st Quarter Report Cards go home, 14th- Fire Safety Day during specials rotations and October Birthday Celebration, 21st – Bus Driver Appreciation Day, 25th- PBIS Meeting, 26th– KPREP Awards, 28th– WWOF Breakfast, Beta Service Day (dress as favorite book character)
3. **November**- 1st- PGPs and SGGs due in ASSIST for teachers, 4th- ATLI training, 7th & 8th- No School, 11th- Veteran’s Day Program, 15th- Campbellsville University performance for 2nd grade 1:00 p.m., 16th- Mid terms go home, 18th Beta Service Day, WWoF Breakfast, and PTA Movie Night, 22nd- PBIS Meeting, 23rd-25th- Thanksgiving Break, 30th- Soar Awards
4. **December**- 1st- Section 7 Requests due to CO and PGP and SGG feedback due to teachers, 7th- SBDM, 8th- Yankee Doodle program (2nd & 3rd grade program), 16th Beta Service Day (pajamas), Custodian Appreciation Day, 20th- 2nd quarter ends, 21st-3rd- Winter Break
5. Component Revisions- CSIP will be reviewed at ALM on November 14th at which time the 30/60/90 Plan can be utilized. On December 29th the CSIP and Title 1 report are due in ASSIST.
6. Committee Charges of Balances- CSIP components will be assigned to committees. The council will revisit this topic at next month’s SBDM monthly meeting.

**4. Budget Report**

1. October Schedule of Balances- October Schedule of Balances was reported to the council. A question was raised regarding a discrepancy within the field trip budget. Mrs. Tarquinio will check with Sherry Bates regarding this question and will report back to the council what was determined at next month’s SBDM monthly meeting.

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

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

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

1. Writing Policy- The council conducted the 2nd reading of the Writing Policy. No questions or concerns were raised. A motion to approve was made by *Michelle Tobias* and seconded by *Penny Ellis*.
2. Program Appraisal Policy- The council conducted the 2nd reading of the Program Appraisal Policy. No questions or concerns were raised. A motion to approve was made by *Michelle Tobias* and seconded by *Donna Slatton*.

**7. New Business**

1. Minority Election- KASC statement was read aloud to the council by Mrs. Tarquinio. It was shared that we must ensure that we always have a minority parent or staff member on the council and we do.

**8. Upcoming Deadlines**

1. October 28- Training deadline for SBDM members. All members must be finger printed by the district.
2. November 1- Principals are to report names of members and verify training.
3. December 29- CSIP and Title 1 Report due in ASSIST

A motion was made by *Penny Ellis* to adjourn the meeting and seconded by *Barbara Cornett*. Meeting adjourned at 6:16 p.m.