**Woodland Elementary School**

**April 12, 2017/SBDM Minutes**

*Members Present*: Dawn Tarquinio, Penny Ellis, Donna Slatton, Barbara Cornett, and Michelle Tobias.

*Members Absent*: Jessica Casey. *Guests*: Ashley Brus. *Recording secretary*: Ashley Brus.

**1. Opening Business**

The meeting was called to order at 5:34 p.m.

1. April Agenda Approval - A motion was made to amend the April agenda to add the special called meeting minutes from the March 30th special called meeting. A motion was made by *Penny Ellis* and seconded by *Michelle Tobias* to approve the amendment. A motion was made by *Barbara Cornett* to approve the April agenda and was seconded by *Michelle Tobias*.
2. March Regular Meeting Minutes- A motion was made by *Michelle Tobias* to approve the March Regular Meeting Minutes and was seconded by *Donna Slatton*.
3. March Special Called Meeting Minutes- A motion was made by *Penny Ellis* to approve the March Special Called Meeting Minutes and was seconded by *Barbara Cornett*.
4. Good News Report – Mrs. Slatton received a very thoughtful card from a student. The PTA popcorn fundraiser ended with $1265 profit. Mrs. Ellis’ son is playing first base on his baseball team. Wellness night was a success with a high turnout. Leadership day provided a lot of positive feedback from our visitors and career day was a smoothly run positive even for our students. Mrs. Tarquinio has made arrangements to bring back our GREEC contact on our 8/8/17 PLD to continue our growth mindset work and she will come again in November during a PLC to discuss Fall MAP and how to talk to our students about having a growth mindset. PTA has graciously offered to pay for the Vex robotics field trip transportation.
5. Public Comment – none

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

1. Assessing Student Achievement

i) Spring MAP in progress- Spring MAP testing has begun and 5th graders are taking their time on their reading test. Ms. Ford shared that out of ten students only one remains in KSI for math. Mrs. Slatton shared the goal setting she is doing with her kids to help them build a growth mindset before they take their MAP tests. Spring MAP data will be shared with the council at the May meeting.

**3. Planning**

1. Monthly Review

i) **March** – 1st – SBDM Meeting; 4th – Governor’s Cup Regionals at Vine Grove; 8th – School Smiles visit; 13th – PTA Board Meeting; 16th – District Walk Throughs; 20th Professional Learning Day; 21st – LEADERSHIP DAY; 23rd – Wellness Night; 28th – PBIS Meeting; 1st-31st – TELL Ky Survey

ii) **April** – 3rd-7th – Spring Break; 11th – KPREPPER, SBDM Meeting; 13th – 5th grade trip to North Middle School; 19th-21st – Aladdin Performance Window; 20th – School-wide trip to see Aladdin at the PAC; 20th – HCS Board Meeting; 21st – kindergarten transition day from NPES; 25th – KPREPPER, PBIS Meeting, Robotics to Vex IQ World Championships; 27th – TLIM Onsite Coaching Day, HCS Job Fair at EC3; 28th – WWOF Breakfast, PTA Movie Matinee, 4th grade field trip to Falls of the Ohio

iii) **May** – May 1st-5th – Teacher Appreciation Week; KPREP Testing window – 2nd-8th; 3rd – SBDM Meeting; 8th – PTA Board meeting; 10th – PTA General Membership Meeting; 12th – Office Staff Appreciation Day, PTA Spring Fling; 17th – Proposed Field Day; 18th – Field Day Make up; 19th – Last Day for students; 22nd – Closing Day for staff

 **4. Budget Report**

1. 2016-2017 Budget- Mrs. Tarquinio handed out the most updated PPA budget report to the council and explained the recent expenses that are coming out. Of the remaining balance, we are allowed to carryover 10% of what’s left of the overall allocation. Surplus balance will used to provide school supplies and 10% will be carried over for 2017-2018 school year. Mrs. Tarquinio will survey teachers to obtain the lists of their requested school supplies. The remaining balance must be spent by May 30th.
2. 2017-2018 Budget- The proposed 2017-2018 PPA budget is based on an allocation of 433 students. We will receive $125 per student next year. Budget amounts may increase if our enrollment increases. Mrs. Tarquinio noted that the budgeted science money was not spent during the 16-17 school year, but was put back in for the projected 17-18 budget. Mrs. Tarquinio reviewed the items under software support. Compass Learning will cost the school $2950 and Pebble Go will cost $1000. Reading A-Z will be removed from the budget as we are no longer funding this out of allocations. Mrs. Slatton inquired into possible funding for IXL. We will look into the PTA software allocation as it can be used to fund programs for one requesting class. At this time, we do not have sufficient evidence to justify using PPA funds as not all classes will use it. Funding for testing supplies was increased to $1000 as the snacks alone for the 16-17 school year costs $500. The funding stated for the computer lab is for small repairs like headphones and headphones cleaner. A motion was made by *Penny Ellis* to approve the proposed 2017-2018 budget and seconded by *Michelle Tobias*.
3. Section 7 Second Reading- Additional chromebooks and science items were added to our Section 7 funding requests. The council discussed the Science Alive curriculum. The district will pay for one grade level set of Science Alive materials (4th grade). We will use our 2016-2017 textbook funds balance to purchase as many materials we can get of Science Alive for 1st, 2nd, 3rd, and 5th grade.
4. March Schedule of Balances- A motion was made to amend the agenda to add the March Schedule of Balances. *Michelle Tobias* made a motion to approve the amendment and *Donna Slatton* seconded. A motion was made by *Donna Slatton* to approve the March Schedule of Balances and seconded by *Barbara Cornett*.

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

1. Culture, Wellness & Resources Committee- The Culture, Wellness & Resources Committee reviewed the wellness policy and are looking at what is stated that still needs to be done. For example, listing healthy foods on our website. The committee is working on a plan to make sure that all statements in the policy are done as they are stated.
2. Planning, PD and Budget Committee- The Planning, PD and Budget Committee reviewed the technology policy. The policy states that we use a needs assessment, but we’ve never done one. The committee will create a needs assessment or find one to implement. We will be reaching out to Lafe Tabb for guidance on this assessment as it is unclear as to whether it should be based on student need or teacher need.
3. Program Review Committee- Mrs. Tarquinio provided the council with the Program Review Critical Fact Sheet which includes the new requirements.

i) Program Review Assurances- Mrs. Tarquinio provided the council with the Program Review Assurances handout. The council went through the document page by page and reviewed the responses for the writing program assurances, visual and performing arts program assurances, practical living and career studies program assurances, and the global competency/world language program assurances. Following the review and discussion of the Program Review Assurances document, all of the council members signed off on the Program Review Assurances document that will be kept on file at Woodland in the office in the event that it needs to be reviewed.

ii) Program Review Rubric- The council went through the Visual and Performing Arts and Practical Living and Career Studies Program Review Rubrics reviewing the scores for each demonstrator. The council then identified standard two demonstrator c and g of the Visual and Performing Arts Rubric, as well as, standard three (professional learning) of the Practical Living and Career Studies Program Review Rubric as the targets for our improvement plans which identified the focus areas, stated the plans for improvement and laid out timelines for implementation.

1. Curriculum, Instruction and Assessment Committee- The Curriculum, Instruction and Assessment Committee worked on the through course tasks and Science Alive curriculum.
2. March Accident Report- The March Accident Report was reviewed by the council.
3. PBIS Team Report- Mr. Foster presented to the PBIS team a proposed system of checks and balances for movement through the KSI tiers with behavior which would provide students with a support team. Mrs. Tarquinio provided the council with the most current PBIS referral data, the district walkthough form and the email regarding the upcoming dates and information about the district walkthrough and the end of year team assessment.

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

1. Regular and Special Meetings- The council reviewed the current Regular Meeting bylaws. The council inquired into whether these bylaws have been reviewed last year. Mrs. Brus will check her SBDM records from last year and the bylaws were tabled until the May meeting.
2. Open and Closed Sessions- The council reviewed the current Open and Closed Sessions bylaws. The council inquired into whether these bylaws have been reviewed last year. Mrs. Brus will check her SBDM records from last year and the bylaws were tabled until the May meeting.
3. Title I Parent Involvement Policy for 2017-2018- The council reviewed the current Parent Involvement Policy. A question was raised regarding if the policy should state anything about required background checks. It was discussed that this may not be necessary as being involved can be done at home as well. The suggestion was made to take out the book fair connection and to add a statement about parent involvement being in and out of school. Mrs. Brus will share the current Parent Involvement Policy with the Title 1 parent representatives to elicit feedback and bring any suggestions to the May meeting. The second reading will be done at the May meeting.
4. Title I Parent Compact for 2017-2018- The council reviewed the current School Learning Compact. At this time there were no suggestions for revision from the council. Mrs. Brus will share the current Parent Compact with the Title 1 parent representatives to elicit feedback and bring any suggestions to the May meeting. The second reading will be done at the May meeting.
5. Dress Code- A staff member requested for this to be put on the agenda. Mrs. Ellis stated that multiple staff members are concerned with the changes that were made this year as the atmosphere has changed and we are experiencing more behavioral incidences and a greater number of parent concerns. Mrs. Tarquinio shared a concern with the fidelity of enforcing the dress code by the staff. Mrs. Tarquinio stated that at this point in the school year it would be difficult to make major changes. We should look at cleaning up the wording to be more transparent. The council will review the dress code and bring suggestions for clarification to the May meeting.

**7. Old Business**- none

**8. New Business**

1. Town Hall Meeting- Commissioner is leading various town hall meetings throughout the state. He is coming to John Hardin in Elizabethtown on Tuesday the 18th.

**9. Ongoing Learning**

1. Kentucky Science Assessment System- The KASC login sheet was provided to the council at last month’s meeting. Council members can use this to obtain information regarding the Kentucky Science Assessment System.

**10. Upcoming Deadlines**

1. May 1st- district provides updated staffing and budget allocation for 17-18
2. May 1st- annual district nutrition report due
3. May 1st- annual school physical activity report due
4. May 15th- Combining Budget and Individual Activity Account Budget worksheets due
5. June 15th- Program REview due in ASSIST (already submitted by Mrs. Tarquinio)

**11. Adjournment**

A motion was made by *Michelle Tobias* to adjourn the meeting and seconded by *Donna Slatton*. Meeting adjourned at 7:53 p.m.