**Woodland Elementary School**

**June 7, 2017/SBDM Minutes**

*Members Present*: Dawn Tarquinio, Penny Ellis, Donna Slatton, Barbara Cornett, Michelle Tobias, and Jenn Ford. Members Absent: Jessica Casey. *Guests*: Ashley Brus and Karah Vessels. *Recording secretary*: Ashley Brus.

1. **Opening Business**

The meeting was called to order at 5:32 p.m.

* 1. June Agenda Approval- A motion was made by *Donna Slatton* to approve the June agenda and was seconded by *Michelle Tobias*.
  2. May Regular Meeting Minutes- A motion was made by *Michelle Tobias* to approve the May Regular Meeting Minutes and was seconded by *Barbara Cornett*.
  3. Good News Reports- Mr. Farmer shared a picture of his new grandson. Mrs. Ellis shared that her son did well in his baseball game and her mom’s surgery went well. Mrs. Slatton is excited about her new co-teacher and her daughter is getting married next month. Ms. Ford shared that her son gets his braces of this month and that the summer camp went awesome. Mrs. Tarquinio shared that her parents are going to make it up to visit her next month and that we met exemplary in the area of culture on her summative.
  4. Public Comment- none

1. **Student Achievement**
   1. Assessing Student Achievement
      1. MAP data from visit with Mrs. Morgan- Mrs. Tarquinio shared the MAP data that she went over with Mrs. Morgan at her summative conference. The data showed the level of proficiency for each grade in the areas of reading and math for Woodland students in the 14-15, 15-16, and 16-17 school years. It also showed the comparison between Woodland proficiency and the district proficiency. There is a concern that the percentages of proficiency have declined over the years. Mrs. Ford shared that she observed a deficit with student abilities in the area of math vocabulary and reasonability. The council will revisit this data in July.
2. **Planning**
   1. Monthly Review
      1. **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 Makeup; 19th – Last Day for students; 22nd – Closing Day for staff
      2. **June** – Title I report due, SBDM Report due to Board; 15th- Assurances from Program Reviews due; 30th- Wellness policy due
      3. **July** – 30th- training deadline for new council members
3. **Budget Report**
   1. May Schedule of Balances- A motion was made by *Barbara Cornett* to approve the May Schedule of Balances and seconded by *Donna Slatton*.
4. **Standing/Program Review/Ad Hoc Committee Reports**
   1. Culture, Wellness & Resources Committee- this committee created the agenda for our school based PBIS training day. The agenda was shared with the council.
   2. Planning, PD and Budget Committee- this committee was charged with working on creating the master schedule for the 17-18 school year. At this time, lunch and specials times have been determined, but the needs of our special education students are still being worked out.
   3. Program Review Committee- this committee has been disbanded due to the elimination of the Program Review.
      1. ASSIST- Mrs. Tarquinio provided the council with the Program Review document she entered into ASSIST based on the plan created by the council. A copy of Senate Bill 1 which relates to the current Program Review requirements was also provided to the council.
   4. Curriculum, Instruction and Assessment Committee- this committee reviewed the textbook evaluation process. In addition, a stamp of approval of the Science Alive curriculum was given. Currently, we have a quote for this year’s textbook money. 2nd and 3rd Science Alive materials will come out of this money, while 5th and 1st will use the 17-18 budgeted money. Mrs. Tarquinio shared the Statement of Accountability for the 2016-2017 textbook monies and the council members signed the document.
   5. May Accident Report- The May Accident Report was reviewed by the council.
   6. PBIS Team Report- at our PBIS training the staff reviewed our current PBIS handbook, flowchart, vision, referral process, ABE data and the staff learned how to implement interventions on the online ABE system. These interventions will be required for implementation in the 2017-2018 school year.
5. **New Business**
   1. Personnel- Mrs. Tarquinio reviewed the process for hiring with the council. It was noted, while staff input is elicited and taken into account, the administration makes the final decision of who is hired. Chad Woosley and Amelia Hamilton have been hired for our open special education positions and Hannah Hobbs and Rebecca Tabb have been hired from Heartland, as well as, Stephanie Powell from New Highland for our open homeroom teacher positions. We still need to interview for two more open positions and instructional assistants.
   2. Advice to new council- Current council members extended a welcome to Jenn Ford and a farewell to Penny Ellis.
   3. SBDM Parent Elections- Mr. Farmer ran the election on book fair day and no names were submitted so we didn’t have an election. Parent terms run July 1st to June 30th. Jenn Ford nominated Michelle Tobias for the parent position. Mrs. Tarquinio will do a one call tomorrow for nominations requesting names by next Wednesday. Parent elections will be held on Thursday from 9am-6pm and have been approved by the PTA.
   4. TELL Survey Results- The council reviewed the 2017 TELL Survey Results. Mrs. Tarquinio shared areas of success based on staff input and areas of growth.
   5. SBDM Report to the board- this report which includes notification of all decisions that were made by the council was submitted by June 1st.
   6. August Professional Learning- Mrs. Tarquinio shared the following updated PD plan: Win-Win Discipline Day 2 with New Highland on August 1st, August 2nd Leader in Me Refresher in the morning for 3 hours, August 3rd will not have training due to open house that evening, August 4th KSI in the morning and nothing in the afternoon for staff time, and August 8th mindset and NWEA dashboard on our first PLD. A motion to approve the updated PD plan was made by *Penny Ellis* and seconded by *Barbara Cornett*. Mrs. Tarquinio proposed to the council to add an additional 6 hours of stipend time to motivate staff to attend these trainings in addition to the 6 hours already approved. A motion to approve the proposed additional 6 hour stipend for staff was made by *Michelle Tobias* and seconded by *Barbara Cornett*.
   7. Professional Learning Days 2017-2018- On August 8th we are scheduled for NWEA Data Dashboard and growth mindset training. We would still like to have student led conferences, but need staff input regarding the structure and what these would look like which will be acquired through either a summer survey or when the entire staff returns for the new school year.
   8. Library Book Replacement Policy Proposal- the council conducted the first reading of the proposed Library Book Replacement Policy. Mr. Farmer explained that within the proposal, there is a change of charging a flat replacement fee of $7 for hardcover books, $3 for paperback books and $2 for magazines with no student accounts to exceed $30 in fees. This will include that students with unpaid items may not check out and all accounts must be clear for students to participate in Field Day. Mrs. Slatton shared a concern for consistency as this year parents were given the option to pay whatever they could. Ms. Ford shared a concern with us not holding parents and students accountable to the whole amount of lost or damaged books as there is a tendency to not take care of school items if you aren’t accountable for them. Mrs. Tobias inquired into if there is a record of students who have not turned in their books before they are allowed to check out more. Mr. Farmer addressed these concerns and will bring back to the council the data he can obtain regarding the number of books that were lost this school year and the amount it costs the school. The second reading of this policy will be done next month.
6. **On-Going Learning**
   1. Program Assurances- this information was shared above with the Program Review discussion. Mrs. Tarquinio shared that we are now required to input assurances rather than reviews.
   2. United States Citizen and Immigration Test- Mrs. Tarquinio shared that immigration and citizen tests are now part of the curriculum, but that this applies to middle or high schools only.
   3. KASC Writing guidelines- Mrs. Tarquinio provided the council members with a guidelines handout,
7. **Upcoming Deadlines**
   * 1. June 1st- Title I Report due, SBDM Report due to board
     2. June 15th- Assurances from Program Reviews due; 30th Wellness Policy due
     3. July 30th- training deadline for new council members
     4. October 1st- training deadline for experienced members

Adjournment- A motion was made by Penny *Ellis* to adjourn the meeting and seconded by Donna *Slatton*. Meeting adjourned at 7:32 p.m.