

Sebastian Middle School
SBDM Council
Regular Meeting
Minutes
Wednesday, November 8, 2017
4:00 p.m.
SMS Conference Room

I. Opening Business

- The meeting was called to order at 4:01 p.m.
- All members present with the exception of Boyd Griffith and Heather Banks.
- Cathy McCune made a motion to approve the agenda. JoDean Howard seconded the motion and all members were in favor.
- JoDean Howard made a motion to approve the minutes from the last meeting. Crystal Strong seconded the motion and all members were in favor.

II. Student Improvement

- GEAR UP took a group of 8th grade students to Hazard Community and Technical College on November 8. JoDean Howard made a motion to approve the trip. Crystal Strong seconded the motion and all members were in favor.
- Dixie Combs informed the council that School Smiles will be at SMS on Nov. 27, to continue dental services. This will be their final visit until the Spring. JoDean Howard motioned to approve this event as presented and Cathy McCune seconded the motion. All members were in favor.
- Dixie Combs also informed the council of the new date set for the ARH Health Fair. ARH will be at SMS on November 29. JoDean Howard made a motion to approve the event as presented. Cathy McCune seconded the motion and all members were in favor.

III. School Improvement

- The council was presented with and reviewed the current MUNIS budget report. No concerns or changes proposed at this time.
- The council conducted a second reading of the Emergency Plan Policy. Cathy McCune motioned to adopt the Emergency Plan Policy and JoDean Howard seconded the motion. All members were in favor.
- Council members reviewed the Title I School-Wide Program. This information will be filed with these minutes and available to the public upon request.
- The council moves to table the second reading of the Committees Policy until December's meeting.
- Mr. Hamilton updated the council on school-wide RTI efforts. He informed the council that he and Cathy are pulling data for the board meeting next Tuesday. They are working to decide on which data to present.

IV. Executive Session – Crystal Strong made a motion to enter in to Executive Session. JoDean Howard seconded the motion and all members were in favor. Cathy McCune motioned to return from Executive Session and JoDean Howard made a second

- motion. All members were in favor. Actions taken: The council recommends Brandi Martin for position of Math Instructor.
- V. Council Concerns – Parents that are visiting basketball games, are entering the gym before all students have loaded buses. The council recommends placing a teacher, that is on duty, at the gym doors in the lobby to greet parents attempting to enter the gym.
- VI. Open Public Forum – No member of the public present.
- VII. Plus Delta – Council members conducted a Plus/Delta exercise.
- VIII. Next Meeting Date – December 6, 2017 at 4:00 p.m.
- IX. JoDean Howard made a motion to adjourn and Crystal Strong seconded the motion. All members were in favor.

Reggie C. Clark
Principal

Eathy McNamee
Teacher

Boyd L. Jeffers
Teacher

JoDean Howard
Teacher

Crystal Strong
Parent

Parent

SMS Adoption of an Emergency Plan Policy

[KRS 160.345(2) (i)9]

Purpose:

The Adoption of an Emergency Plan Policy of Sebastian Middle School ensures that students are provided a safe and secure learning environment.

Procedures:

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan will include, but not be limited to:

- Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- Practices for students to follow in an earthquake;
- Development and adherence to access control measures for each school building, which may include (but not be limited to):
 - Controlling access to exterior doors during the day
 - Controlling front door access electronically or with a greeter
 - Controlling access to individual classrooms
 - Requiring visitor check-in with identification and purpose provided, and
 - Display of visitor's badge on outer clothing;
- Practices for students to follow in in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction (DHBC); and
- Procedures for lockdown of the school.

Local law enforcement shall be invited to assist in establishing lockdown procedures. Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests or discussed during Open Session of any school council meeting.

Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review.

A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted at each school doorway prior to the first instructional day of school. Identified severe weather safe zones which have been reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school.

Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Completion will be reported to the school council and documentation maintained in the principal's office.

Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown. Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and invited to observe. The principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed.

Possible access control methods that will be used at Sebastian Middle School are outlined below:

- All exterior doors must remain locked at all times.
- All visitors must enter through the posted front entrance.
- The front entrance must remain secure with electronic access only.
- All visitors must use the "buzzer" and be recognized prior to gaining access to the reception area
- The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day are students allowed to monitor the front entrance or the reception area.
- All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
- The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
- Doors must remain closed during instruction time.

Evaluation:

At the end of each school year, the emergency procedures are to be reviewed by the school council and first responders and revised as needed.