

Gallatin County Upper Elementary

SBDM Council Agenda

September 17, 2018

3:30 PM, Library

"Maximizing Student Learning & Achievement"

1. Opening Business
 - a. Agenda Approval
 - b. August Minutes
 - c. Good News Reports
 - d. Public Comment
2. Budget Report
 - a. Review of August budget
3. Committee Reports
 - a. Leader In Me - Lighthouse Team
 - b. Action Teams (Leadership, Culture, and Academics)
4. Review
5. New Business
6. Upcoming Dates
 - a. September 26th School Pictures
 - b. September 17th Progress Reports 4/5th grade
 - c. September 27th 3rd grade Midterm Reports
 - d. October 11th – ESS begins
 - e. October 11th – Clubs begin
7. Next Meeting Date
 - a. October 15th at 3:30
8. Adjourn

Gallatin County Upper Elementary

SBDM Council Minutes

September 17, 2018

3:30 PM, Library

“Maximizing Student Learning & Achievement”

Members Present:

Holly Roberts (teacher)

Nick Barhorst (teacher)

Teresa Siffel (parent)

Carrie Epperson (parent)

Amanda Terrell (teacher)

Amanda Carroll (Principal)

1. Opening Business

- a. Agenda Approval -1st- Carrie 2nd- Holly
- b. August Minutes-1st - Amanda Terrell 2nd - Teresa Siffel
- c. Good News Reports- PTSO profit \$5,000 from cookie dough, MAP testing is finished
- d. Public Comment – N/A

2. Budget Report

- a. Review of August budget – reviewed budget and discussed buying Chromebooks

3. Committee Reports

- a. Leader In Me – Lighthouse Student Team- Picked Friday and announced
- b. Action Teams (Leadership, Culture, and Academics)- brag tags have been started, Lighthouse team has set leadership assembly, Sept. 26 1:40, students were assigned school leadership roles

4. Review – N/A

5. New Business- Second Chance breakfast- issues with students leaving class missing class times, talk to staff and see their thoughts.

Change dates for April and May SBDM meetings.

6. Upcoming Dates

- a. September 26th School Pictures
- b. September 17th Progress Reports 4/5th grade
- c. September 27th 3rd grade Midterm Reports
- d. October 11th – ESS begins- bus transportation provided
- e. October 11th – Clubs begin- bus transportation provided

7. Next Meeting Date

- a. October 15th at 3:30

8. Adjourn- 1st Carrie Epperson 2nd- Teresa Siffel

Gallatin County Upper Elementary
SBDM Special Meeting
Minutes
August 1, 2018
10:00 am, Upper Elementary Library

"Maximizing Student Learning & Achievement"

1. Call Meeting to Order
2. Members Present
3. Approve Agenda
4. Approval of Minutes
5. Enter Closed session to review and interview applicants according to KRS 61.810(1)(f)
6. Exit Closed Session motion to approve
7. Open Session
8. Adjourn

Gallatin County Upper Elementary
SBDM Council Minutes
August 1, 2018, 10:30 am, Library
"Maximizing Student Learning & Achievement"

Members Present:

Amanda Terrell
Caroline Turner
Holly Roberts
Nick Barhorst
Teresa Siffell
Carrie Epperson
Mary Beth Flynn
Amanda Carroll

1. Opening Business
 - a. Meeting called to order by Amanda Terrell
 - b. Agenda Approval - motion made by Carrie, 2nd by Holly - Consensus
 - c. Approval of Last meeting's minutes – motion made by Carrie, 2nd by Holly – Consensus
2. Enter closed session to review and interview applicants according to KRS 61.810(1)(f)
Carrie motioned to enter closed session, 2nd by Holly – Consensus
3. Exit closed session (due to interview time being later)
Motion by Teresa, 2nd by Nick - Consensus
4. At 1:45 - Enter closed session to review and interview applicants according to KRS 61.810(1)(f)
Teresa motioned to enter closed session, 2nd by Holly – Consensus
5. Exit closed session
Motion by Holly, 2nd by Nick – Consensus
6. Open session – Council has decided to offer the 4th grade position to Hannah Noell
7. Adjourn – Amanda motion – consensus

Gallatin County Upper Elementary
SBDM Council Agenda
July 30, 2018
10:00 am, Library
"Maximizing Student Learning & Achievement"

1. Opening Business
 - a. Agenda Approval
 - b. Approval of June Minutes
 - c. Good News Reports
 - d. Public Comment
2. Student Achievement
 - a. Assessing Student Achievement
 - b. Student Achievement Report
3. Planning
 - a. New Member Orientation and training
 - b. Monthly Review
 - c. Approve master schedule
4. Budget Report
5. Committee Reports
6. Review
 - a. Review Bylaws
 - i. Officers of the Council
 - ii. Quorum and Consensus Rules
 - b. Committees Policy
 - c. School Safety Plan
 - d. Discipline/Classroom Management policy
 - e. Curriculum
7. New Business
 - a. Set meeting dates
 - b. Election of secretary and vice chair
 - c. Sign form to receive email notices
 - d. Sign form on managing public records
 - e. Share Freedom of Speech as Religious Freedom Laws
 - f. Review Records Retention Document
8. On-Going Learning
9. Enter Closed session to review and interview applicants according to KRS 61.810(1)(f)
10. Exit Closed Session
11. Open Session
12. Mr. Hammond discussion with committee
13. Next Meeting Date
14. Adjourn

Gallatin County Upper Elementary
SBDM Council Agenda Minutes
July 30, 2018
10:00 am, Library
"Maximizing Student Learning & Achievement"

Members present:

Amanda Terrell

Tyler Cardin

Nick Barhorst

Carrie Eperson

Caroline Turner (guest)

Holly Roberts

Amanda Carroll

Shonda Dunn

1. Opening Business

- a. Agenda Approval
Carrie made motion and Amanda 2nd - Consensus
- b. Approval of June Minutes
Amanda made motion and Tyler 2nd - Consensus
- c. Good News Reports
Working to Fill open positions
- d. Public Comment

2. Student Achievement

- a. Assessing Student Achievement – nothing reported
- b. Student Achievement Report – reports will be made in September

3. Planning

- a. New Member Orientation and training
Carrie Eperson and Tyler Cardin will need training – all other members have been trained
- b. Monthly Review
July 31st Special Education Training, August 6th-9th training days, August 13th Opening Day and Block Fest, and First Day for Students is August 16th
- c. Approve master schedule
Tyler Cardin made 1st motion and Nick Barhorst 2nd motion - consensus

4. Budget Report

Do not have July budget report. ESS report at end of June had about \$2000 and text book had about \$450 that would rollover. Site base budget at end of June \$17,500 for Chromebooks. Need to leave enough money to pay for teaching aid position.

5. Committee Reports

No reports

6. Review

a. Review Bylaws

i. Officers of the Council - reviewed

ii. Quorum and Consensus Rules-Council reviewed

b. Committees Policy - reviewed

c. School Safety Plan - reviewed

d. Discipline/Classroom Management policy-reviewed

e. Curriculum-reviewed

7. New Business

a. Set meeting dates

Third Monday of each Month:

August 20, 2019

September 17, 2018

October 15, 2018

November 19, 2018

December 17, 2018

January 28, 2019

February 25 2019

March 18, 2019

April 15, 2019

May 20, 2019

June 17, 2019

b. Election of secretary and vice chair

Secretary: Tyler Cardin - Consensus

Vice Chair: Amanda Terrell - Consensus

c. Sign form to receive email notices

Staff signed and turned into principal

d. Sign form on managing public records

Staff signed and turned into principal

e. Share Freedom of Speech as Religious Freedom Laws

Council reviewed

f. Review Records Retention Document

Council reviewed

8. On-Going Learning

9. Enter Closed session to review and interview applicants according to KRS 61.810(1)(f)

Carried motioned to enter closed session - Consensus

10. Exit Closed Session

Motion to exit Holly - Consensus

11. Open Session - Site base has decided to offer 4th grade position to Kelli Miller
12. Mr. Hammond discussion with committee
13. Next Meeting Date
Wednesday, August 1, 2018
14. Adjourn – Amanda motion - consensus

Notice of Special Meeting

A special meeting of the Gallatin County Upper Elementary SBDM council will be held on Monday, June 18, 2018 at 11:00 am at Gallatin County Upper Elementary in the Library. The agenda for the special meeting is attached to this notice.

Gallatin County Upper Elementary
SBDM Special Meeting

Agenda

June 18, 2018

11:00 am, Upper Elementary Library

"Maximizing Student Learning & Achievement"

1. Call Meeting to Order
2. Members Present
3. Approve Agenda
4. Review previous Minutes
5. Approval of Minutes
6. Enter Closed session to review and interview applicants according to KRS 61.810(1)(f)
7. Exit Closed Session
8. Open Session
9. Set meeting date for July
10. Adjourn

Notice of Special Meeting

A special meeting of the Gallatin County Upper Elementary SBDM council will be held on Monday, June 18, 2018 at 11:00 am at Gallatin County Upper Elementary in the Library. The agenda for the special meeting is attached to this notice.

Gallatin County Upper Elementary
SBDM Special Meeting
Minutes
June 18, 2018
11:00 am, Upper Elementary Library

"Maximizing Student Learning & Achievement"

1. Call Meeting to Order
2. Members Present – Holly Roberts, Andrew Calland, Amanda Terrell, Debbie Delauche, Shonda Dunn, Carrie Epperson, Teresa Siffel
3. Approve Agenda – motion to approve Holly Roberts - consensus
4. Review previous Minutes
5. Approval of Minutes – motion to approve Andrew Calland - consensus
6. Enter Closed session to review and interview applicants according to KRS 61.810(1)(f) – motion to approve Andrew Calland - consensus
7. Exit Closed Session – motion – Andrew Calland - consensus
8. Open Session - Council has made recommendations to Ms. Dunn to hire Mary Loudon for the 3rd grade teaching position
9. Set meeting date for July – next council meeting date will be July 30 at 10 am in library
10. Adjourn – Motion – Andrew Calland - consensus

Notice of Special Meeting

A special meeting of the Gallatin County Upper Elementary SBDM council will be held on Wednesday, May 31, 2018 at 9:00 am at Gallatin County Upper Elementary in the Library. The agenda for the special meeting is attached to this notice.

Gallatin County Upper Elementary
SBDM Special Meeting
Agenda
May 31, 2018
9:00 am, Upper Elementary Library

"Maximizing Student Learning & Achievement"

1. Call Meeting to Order
2. Members Present
3. Approve Agenda
4. Review previous Minutes
5. Approval of Minutes
6. Enter Closed session to review and interview applicants according to KRS 61.810(1)(f)
7. Exit Closed Session
8. Open Session
9. Adjourn

Notice of Special Meeting

A special meeting of the Gallatin County Upper Elementary SBDM council will be held on Wednesday, May 31, 2018 at 9:00 am at Gallatin County Upper Elementary in the Library. The agenda for the special meeting is attached to this notice.

Gallatin County Upper Elementary
SBDM Special Meeting
Minutes
May 31, 2018
9:00 am, Upper Elementary Library

"Maximizing Student Learning & Achievement"

1. Call Meeting to Order
2. Members Present – Amanda Terrell, Andrew Calland, Holly Roberts, Emily Brown, Teresa Siffel, Carrie Epperson, Shonda Dunn
3. Approve Agenda – motion to approve Amanda – 2nd Andrew - consensus
4. Review previous Minutes
5. Approval of Minutes — motion to approve Teresa – 2nd – Carrie - consensus
6. Enter Closed session to review and interview applicants according to KRS 61.810(1)(f) – motion to approve Andrew – 2nd Holly - consensus
7. Exit Closed Session – motion to approve Carrie - consensus
8. Open Session – Council has prioritized the names of the applicants and has requested Ms. Dunn to make reference calls for the top two candidates and hire for the position of assistant principal.
9. Adjourn – motion to adjourn Carrie - consensus

Notice of Special Meeting

A special meeting of the Gallatin County Upper Elementary SBDM council will be held on Wednesday, May 30, 2018 at 12:30 pm at Gallatin County Upper Elementary in the Library. The agenda for the special meeting is attached to this notice.

Gallatin County Upper Elementary

SBDM Special Meeting

Agenda

May 30, 2018

12:30 pm, Upper Elementary Library

"Maximizing Student Learning & Achievement"

1. Call Meeting to Order
2. Members Present
3. Review previous Minutes
4. Approval of Minutes
5. Enter Closed session to review and interview applicants according to KRS 61.810(1)(f)
6. Exit Closed Session
7. Open Session
8. Adjourn

Gallatin County Upper Elementary
SBDM Special Meeting
Minutes
May 30, 2018
12:30 pm, Upper Elementary Library

“Maximizing Student Learning & Achievement”

1. Call Meeting to Order
2. Members Present – Teresa Siffel, Carrie Epperson, Andrew Calland, Emily Brown, Amanda Terrell, Holly Roberts
3. Approve Agenda – motion to approve Andrew – 2nd – Teressa - consensus
4. Approval of Minutes – motion to approve Emily – 2nd – Carrie - consensus
5. Enter Closed session to review and interview applicants according to KRS 61.810(1)(f) – motion to approve – Andrew 2nd- Holly - consensus
6. Exit Closed Session motion to approve – Andrew – 2nd – Holly - consensus
7. Open Session – council would like to continue to interview additional applicants tomorrow, May 31
8. Adjourn – motion to approve Carrie – 2nd Amanda - consensus

Gallatin County Upper Elementary

SBDM Council Agenda

May 21, 2018

3:30 PM, Library

"Maximizing Student Learning & Achievement"

1. Opening Business
 - a. Agenda Approval
 - b. April Minutes
 - c. Good News Reports
 - d. Public Comment
2. Student Achievement
 - a. MAP testing results
 - b. CSIP Review
3. Planning
 - a. DARE Graduation
 - b. KPrep testing
 - c. Field Day
 - d. Field trips
 - e. Spring Fling
 - f. Picnics
 - g. Arts and Humanities Night
 - h. Awards Day
 - i. Summer Camp
 - j. PD
4. Committee Reports
 - a. Leader in Me
5. Budget Report
 - a. Review 2017-18 budget
 - b. Staffing/Budget 2018-19
 - c. ESS Plan
6. Bylaws or Policy Review
7. New Business
 - a. Review Code of Acceptable Behavior and Discipline 2018-19 school year
 - b. Council Elections
 - c. Council Training
 - d. Background checks for parents council members
8. On-going learning
 - a. Definition change of relative for school council member

9. Enter Closed session to review assistant principal applicants according to KRS 61.810(1)(f)
10. Exit Closed Session
11. Open Session
12. Set Next meeting – special meeting for interview of Assistant Principal.
13. Adjourn

Gallatin County Upper Elementary

SBDM Council Agenda

May 21, 2018

3:30 PM, Library

"Maximizing Student Learning & Achievement"

Members in Attendance: **Andrew Calland, Amanda Terrell, Teresa Siffel, Carrie Epperson, Emily Brown, Holly Roberts, Shonda Dunn, Megan Morris**

1. Opening Business

- a. Agenda Approval ***motion to approve by Andrew Calland, second by Carrie Epperson, consensus***
- b. April Minutes ***motion to approve by Andrew Calland, second by Carrie Epperson, consensus***
- c. Good News Reports ***2 ½ days left ☺***
- d. Public Comment ***NA: No public present at the meeting***

2. Student Achievement

- a. MAP testing results ***MAP were distributed to all members. Results didn't change much from Winter to Spring in Reading. We did not test Language this spring, so there is no data to review. Math results were similar, but Distinguished did grow from Winter to Spring. Grade levels were pretty consistent to school results. Typical growth from test to test is about 5-10 points.***
- b. CSIP Review ***goals were set for the 2017/2018 school year. Spring MAP and KPREP help us to come up with these goals. Study Island is used to estimate Social Studies KPREP scores. Reviewed***

3. Planning

- a. DARE Graduation ***took place last week***
- b. KPrep testing ***finished***
- c. Field Day ***takes place tomorrow at the Lower Elementary***
- d. Field trips ***5th grade is going to the zoo this week***
- e. Spring Fling ***this afternoon; went well***
- f. Picnics ***3rd and 5th is finished. 4th will take place on Wednesday***
- g. Arts and Humanities Night ***big turn out; seemed to go well***
- h. Awards Day ***8:15 4th grade gives awards, 9:00 5th grade awards, 9:30 3rd grade awards & 10:00 whole school will come to gym for the awards.***
- i. Summer Camp ***Glencoe from June 4-8 from 9-12:30 and GCUE June 11-15 from 9-12:30. Permission forms in FRC***
- j. PD Writing ***PD is August 7, Active Shooter is August 8, and Kagan Strategies is August 9. Survey was given out for the Science training on Friday and date will soon be determined. If teachers do not attend the Science PD, Reading PD at the Lower will take place on May 31.***

4. Committee Reports

- a. Leader in Me *reports for the grant and on the website are currently being worked on. The lighthouse team met to figure out plans for next year. Binders have been purchased for students and will be prepared for students before school begins in the fall.*

5. Budget Report

- a. Review 2017-18 budget *end of April, had \$16,000 Site Base money left over to roll into the next year. PD, had \$452 left, but some travel (around \$200) will come out in June for Ivy to attend a Math PD. No PD money will be given next year so all Site Base money will fund future PD. Extended School Services has a little over \$4,000 left and will be used to help with the summer school program. Will have \$12,576 for text books next year...Compass, Sum Dog, Study Island, Scholastic News, Story Works will come from this fund. Social Studies standards may be changing so text book funds could be used to purchase new when needed.*
- b. Staffing/Budget 2018-19 *we have 14 teachers, 2 instructional aids (3rd and 4th). 5th grade currently has an aid, and we can look into funding for that aid next year. Could use some of the daytime ESS money to fund an instructional aid. Could do Fall Break to Spring Break 6hrs./day 4 days/week. Could use left over SBDM funds to purchase Chrome Books as well with the aid.*

**We want to keep the instructional aid position.* Fund chromebooks with left over money.*

Counsel would like to keep posted the Response To Intervention Specialist position.

- c. ESS Plan *\$16,422 for after school tutoring (during and after school). \$8,000 can be used to help with the funding of instructional aid.*

**We want to approve the ESS plan with one instructional aid for 6 hours a day, four days per week for 24 weeks. Also, 4 afterschool teachers two days a week, hour and a half a day for twenty-one weeks.* Consensus*

6. Bylaws or Policy Review *None to review*

7. New Business

- a. Review Code of Acceptable Behavior and Discipline 2016-17 school year *motion to approve by counsel consensus*
- b. Council Elections *hosted; Teresa and Carrie will remain as parents. Teachers will be: Amanda Terrell (remaining for 4th grade), Nick Barhoust (minority), Tyler Cardin (3rd grade representative), Holly Roberts (5th grade representative).*
- c. Council Training *can complete online or district may bring training to us*
- d. Background checks for parents council members required - *see Karri Alexandar at the Board Office*

8. On-going learning

- a. Definition change of relative for school council member *has been changed to immediate family (parent, step-parent, sister, brother, husband, wife, etc.)*

9. Enter Closed session to review assistant principal applicants according to KRS 61.810(1)(f)

We want to enter into a closed session to review the applicants for Assistant Principal and questions to use during the interview –motion to approve by Andrew Calland, second by Holly Roberts.Consensus

10. Exit Closed Session ***motion to go out of closed session and back into open by Teresa Siffel and second by Epperson, consensus***
11. Open Session - All applications were reviewed. Will interview the 4 applicants. Interview questions were reviewed and suggestions were made and given back to Ms. Dunn for editing/revising.
12. Set Next meeting – special meeting for interview of Assistant Principal. ***Interviews set up June 4-special meeting @ 10:00***
13. Adjourn ***motion by Emily Brown, second by Siffel, consensus***