

**Mercer County Intermediate School  
Site Based Decision Making (SBDM) Meeting Minutes  
July 9<sup>th</sup>, 2019  
MCIS Media Center @5:30**

**Members Present**

Dana Cobb  
Julie Hammons  
Christina Wilson  
Mandy Dean  
Pam Alcorn

**Members Absent**

Kimberlee Piazza

**Guest (s)**

Jennifer Broderick

Mrs. Cobb called the meeting to order at 5:30 pm.

**1. Welcome new members ☺**

**2. Approve/revise council agenda.**

- Julie Hammons made a motion to approve the council agenda. Christina Wilson seconded the motion.

**3. Reviewed items in new 2018-2019 SBDM binder:**

- Sign SBDM Code of Ethics
- Sign Proof of Receipt (received 'Your Duty Under the Law' and 'Managing Public Records')
- SBDM By-Laws
- SBDM Policies
- School Improvement Plan
- District Crisis Plan

**4. Reviewed/signed form to be kept on file with the school allowing SBDM members to be notified by email for special called meetings, agendas, minutes, and/or any other relevant material, etc.**

**5. Elected SBDM Chairperson.**

- Julie Hammons and Christina Wilson made the motion to be co-chairs. Mandy Dean seconded the motion.

**6. Set SBDM meeting day/time.**

- Christina Wilson made a motion to schedule meeting second Tuesday of the month @ 5:15pm. Mandy Dean seconded the motion.

**7. Approved SBDM minutes f/previous meetings.**

- Christina Wilson made a motion to approve the minutes. Pam Alcorn seconded the motion.

**8. Good News Report/Update:**

- Congratulations to new SBDM parent member, Pam Alcorn and teacher member, Christina Wilson. Christina will be serving a two-year term. We welcome back returning SBDM parent member, Mandy Dean, who will be serving a one-year term. Our returning SBDM teacher members who will be finishing out the second year of their two-year terms are Julie Hammons and Kimberlee Piazza. Jennifer Broderick is serving as our SBDM secretary. Will Carlton is returning as our standing 'guest'. Welcome everyone!!!
  - Construction project is moving right along.
  - A HUGE thank you to our custodians for all of their hard work over the summer!!!
- 9. Public Comment**

## **9. Public Comment**

- There was no public comment.

## **10. Reviewed & approved financial report & PTO/Title I Parent Advisory Council financial report.**

- ❖ Teachers always have input on instructional materials needed to implement best practices instruction.  
Julie Hammons made a motion to approve financial report. Mandy Dean seconded the motion.

## **11. Reviewed committee minutes & PTO/Title I Parent Advisory Council minutes.**

Council reviewed PTO minutes.

## **12. Review & discuss Student Achievement Report.**

There was no data to discuss.

## **13. Consultation of new hire (closed session)**

- There was discussion of vacancy positions.

## **14. Reviewed & approved:**

- Student Handbook  
Included a notice of surveillance cameras in the building, as well as a few minor tweaks to include updates.  
Julie Hammons made a motion to approve the student handbook. Mandy Dean seconded the motion.

## **15. Policy Report or Review:**

- ❖ Staff has access of MCIS policies on Google Drive.

## **16. New Business:**

- PTO meetings will be held 2<sup>nd</sup> Monday of the month at 5:15pm.
- New members SBDM training-status
- Congratulations to our PTO officers: Cassie Shirley & Kayla Tatum-Co-presidents; Krista Ayala-Treasurer  
Cassie Shirley & Kayla Tatum-Co-secretaries; Jessica Elliott- Parent Representative
- Building is off limits July 24-28 so custodians can close down shop to wax all hallways.
- Open House- Tuesday, July 30<sup>th</sup> at 5:30;6:30
- First Day with students August 7<sup>th</sup>.

## **17. Set next council meeting date, August 13<sup>th</sup> @ 5:15pm.**

## **18. Adjourn (M)**

- Christina Wilson made the motion to adjourn. Pam Alcorn seconded the motion.