

Gallatin County Lower Elementary
SBDM Meeting Agenda
January 6, 2020

1. Opening Business
 - a. Approval of the Agenda
 - b. Approval of the Minutes of the previous meeting
 - c. Good News Report
 - d. Public Comment
2. Student Achievement
 - a. Student Achievement Report
3. School Improvement Planning
 - a. School Improvement Plan
4. Budget Report
5. Committee Reports
 - a. FRC
6. Bylaw or Policy Review/Readings/Adoption
 - a. P - School Improvement
 - b. P - Consultation
 - c. P - Instructional and Non Instructional Staff Time Assignment
7. Old Business
8. New Business
 - a. Field Trip Approval
9. Ongoing Learning
 - a. Impact Kentucky Working conditions Survey
 - b. 2020 Legislative Sessions
 - c. Importance of SBDM Curriculum Work
10. Enter Closed session to review and interview applicants according to KRS 61.810(1)(f)
11. Exit Closed Session
12. Open Session
13. Planning for next meeting
14. Adjournment

Gallatin County Lower Elementary
SBDM Meeting Minutes
December 11, 2019

Members Present

Ashley McCord
Megan Skidmore
Megan Morris
Sami Bray
Amanda O'Connor

1. Opening Business- meeting called to order at 4:00 P.M.
 - a. Approval of the Agenda- motion to approve the agenda made by Amanda O'Connor, seconded by Myra Morgan, consensus achieved.
 - b. Approval of the Minutes of the previous meeting- motion to approve the previous meeting minutes made by Amanda O'Connor, seconded by Sami Bray, consensus achieved
 - c. Good News Report- BAS testing is almost complete, SNAP testing is almost complete, IReady was completed today besides makeup students and new students, 45-50 people attended the staff Christmas party, Thanksgiving lunch had a great turn out for Kindergarten
 - d. Public Comment- none
2. Student Achievement
 - a. Assessing Student Achievement-
 - i. Mrs. Morris is looking into the way data is reported for site base, because the information is similar monthly. She will work on this and get a plan together for teachers.
 - ii. We will go over assessments in January
3. School Improvement Planning
 - a. Monthly Review
 - i. Assessing is currently taking place now
 - b. CSIP
 - i. We may have to reevaluate our goals
 - ii. Look at 30-60-90 Day Plan to make adjustments
4. Budget Report
 - a. PD- \$2,892.42 remain in this account. Money will come out of this account for upcoming trainings that teachers are attending. The Leader in Me Symposium is coming up as well. We will check to see how many teachers can attend and what can be covered for this.
 - b. SBDM- \$35,984.55 remain in this account.
 - c. Textbook- \$2,881.00 remains in this account. Tonia does not have very many books to buy.
5. Committee Report- none
6. Bylaw or Policy Review/Readings/Adoption- revisit this in January
7. Old Business
 - a. Writing Policy Submission
 - i. Submitted this today
8. New Business
 - a. Selection of teacher leader for Impact Kentucky Working Conditions Survey

- i. Replacement of the TELL survey- feedback about the principal and school
 - ii. Myra Morgan will be in charge of this
- 9. Ongoing Learning- none
- 10. Enter closed session to review applicants according to KRS 61.810- motion to enter closed session made by Sami Bray, seconded by Myra Morgan, consensus achieved
- 11. Exit closed session- motion to exit closed session with a motion to recommend a candidate to hire made by Myra Morgan, seconded by Amanda O'Connor, consensus achieved
- 12. Planning for next meeting
 - a. January 8th
 - b. Policy review
 - c. Students assessments from December
 - d. ESS tutoring in the mornings
- 13. Adjournment-motion to adjourn made by Sami Bray, seconded by Megan Skidmore, consensus achieved
- 14. Meeting adjourned at 4:37

Diagnostic Results

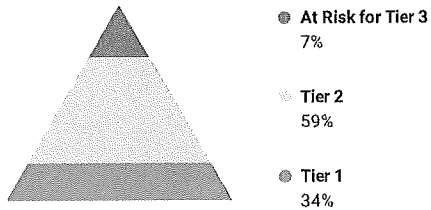


School: GALLATIN CO ELEMENTARY SCHOOL
 Subject: Reading
 Academic Year: 2019 - 2020
 Diagnostic: Most Recent
 Prior Diagnostic: None

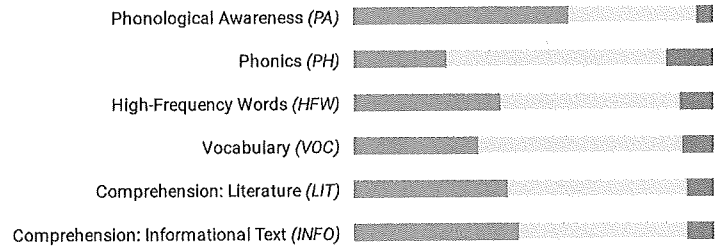
Students Assessed/Total: 319/321

Criterion Referenced

Overall Placement



Placement By Domain



Switch Table View

Show Results By

Placement Summary

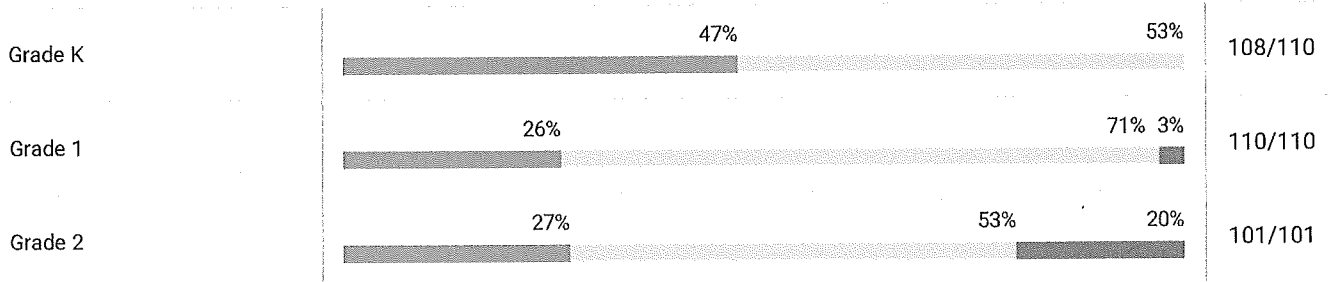
Grade

Showing 3 of 3

Grade

Overall Grade-Level Placement

Students Assessed/Total



School

Subject

Academic Year

Diagnostic

Prior Diagnostic

GALLATIN CO ELEMENTARY SCHOOL

Math

2019 - 2020

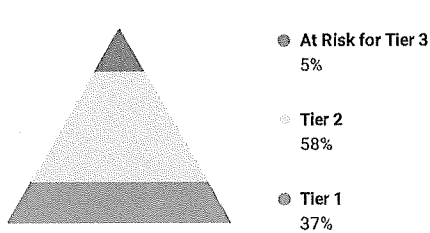
Most Recent

None

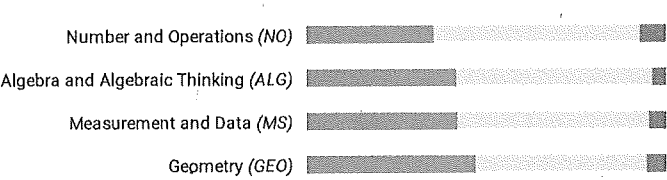
Students Assessed/Total: 319/321

Criterion Referenced

Overall Placement



Placement By Domain



Switch Table View

Show Results By

Placement Summary

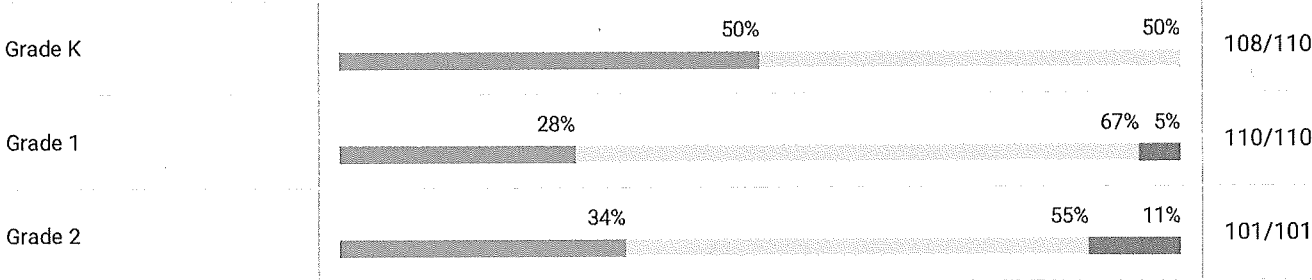
Grade

Showing 3 of 3

Grade

Overall Grade-Level Placement

Students Assessed/Total



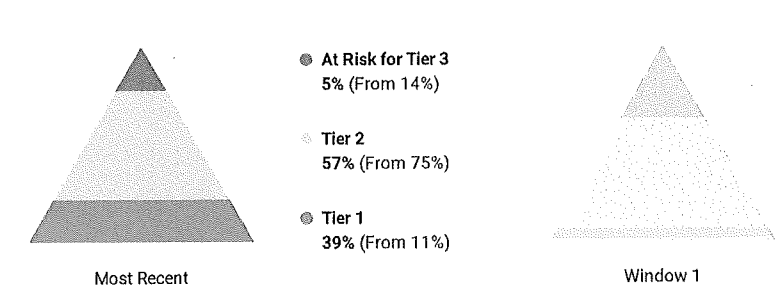
School
Subject
Academic Year
Diagnostic
Prior Diagnostic

GALLATIN CO ELEMENTARY SCHOOL
Math
2019 - 2020
Most Recent
Window 1

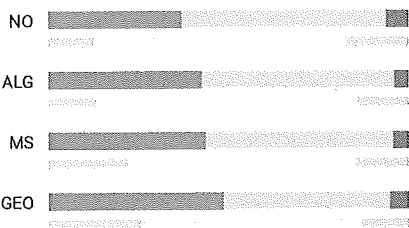
Students Assessed/Total: 303/321

Criterion Referenced

Overall Placement



Placement By Domain



Switch Table View

Placement Summary

Show Results By

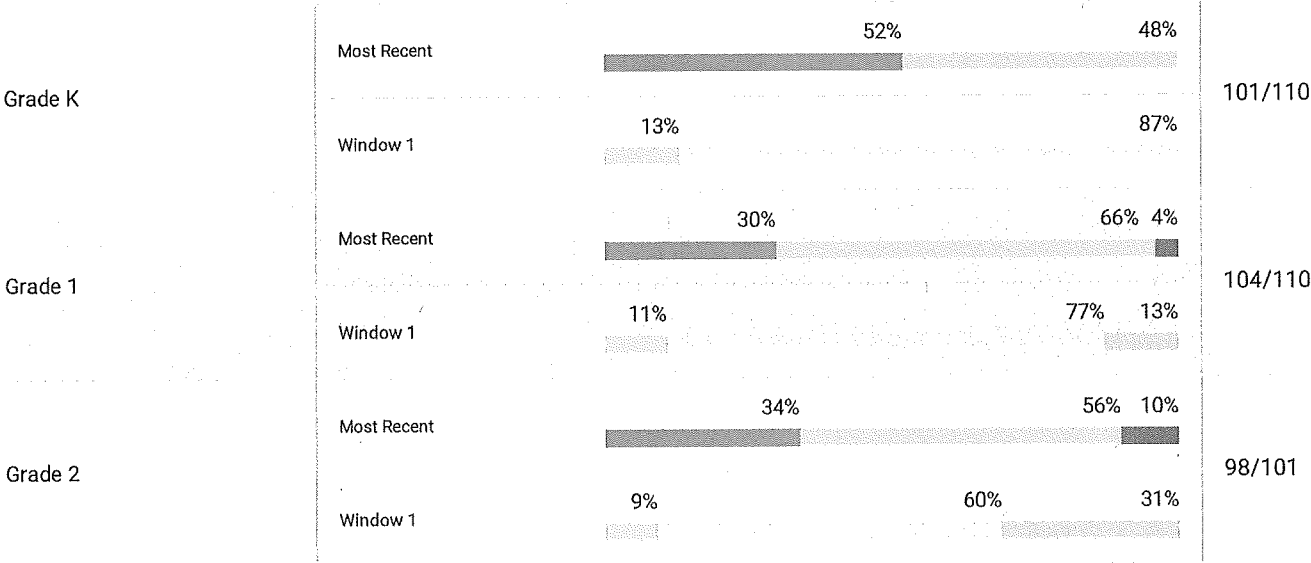
Grade

Showing 3 of 3

Grade

Overall Grade-Level Placement

Students
Assessed/Total



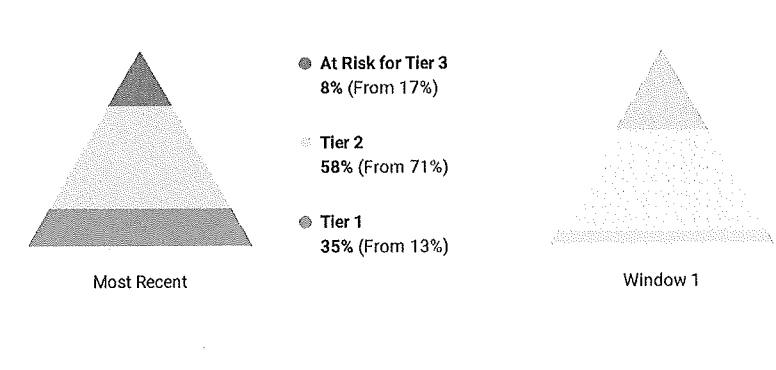
School
Subject
Academic Year
Diagnostic
Prior Diagnostic

GALLATIN CO ELEMENTARY SCHOOL
Reading
2019 - 2020
Most Recent
Window 1

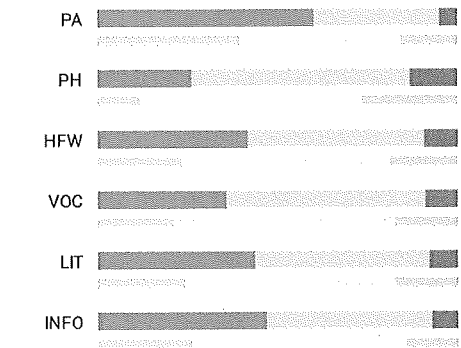
Students Assessed/Total: 303/321

Criterion Referenced

Overall Placement



Placement By Domain



Switch Table View

Placement Summary

Show Results By

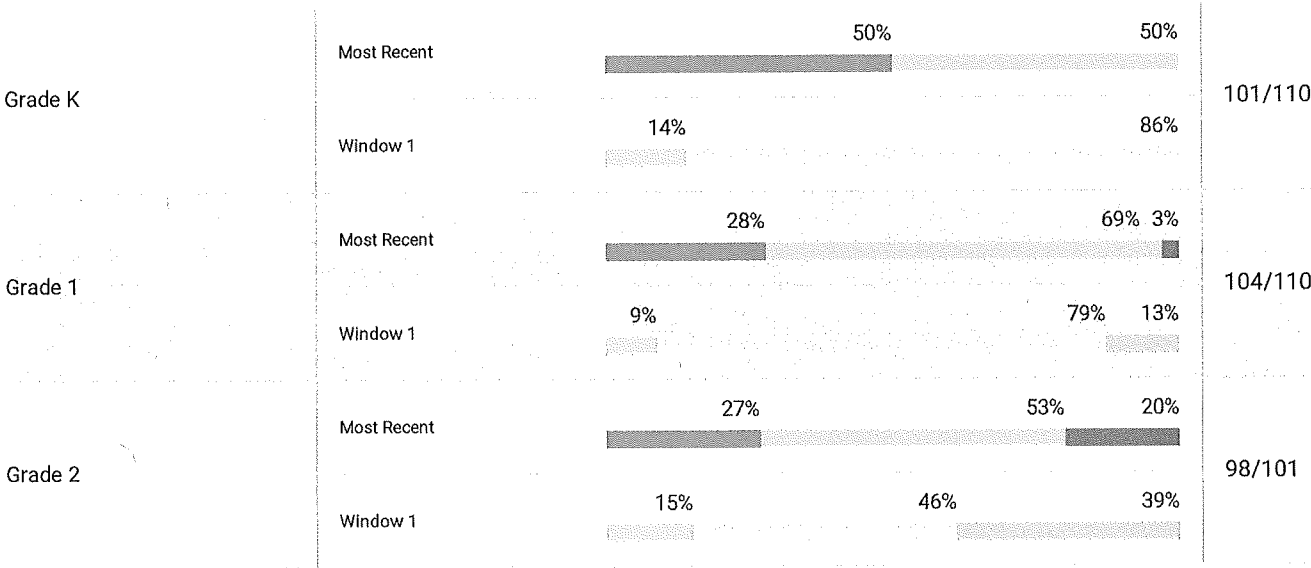
Grade

Showing 3 of 3

Grade

Overall Grade-Level Placement

Students
Assessed/Total



2nd Fall	PreA			A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
				5	9	12	9	14	10	7	14	10	8	8	5	2	7	2	0	0	0	0	0	0	0	0	0	0	0
				35																									
				1	3	3	8	8	13	8	9	9	21	5	4	9	11	8											
				15																									
2nd Winter				1	1	2	2	0	1	5	9	10	10	20	9	16	15	13	8										
				6																									
2nd Spring				40	29	14	10	2	4	4	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
				93																									
1st Fall				13	14	22	15	10	5	4	7	1	2	4															
				64																									
1st Winter				8	8	6	8	11	9	6	5	14	11	9	2														
				30																									
1st Spring				50	35	21	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
				60																									
K Winter				15	21	27	21	15	7	1	2	2																	
K Spring				84																									

SNAP Results by Grade Level Benchmarks 2019-20

Kindergarten Numeracy Categories	Fall 2019	Winter 2020	Spring 2020
Produces FNWS 1-100	5/104 5%	33/106 31%	
Produces BNWS 30-1	2/104 2%	18/106 17%	
Number Identification 1-20	13/104 13%	33/106 31%	
Needs items to add	29/104 28%	75/106 71%	
Throws Finger Patterns 6-10	5/104 5%	37/106 35%	
Identifies 5 frames w/out counting	6/104 6%	38/106 36%	

First Grade Numeracy Categories	Fall 2019	Winter 2020	Spring 2020
Produces FNWS 1-100 (on/off decade)	9/109 8%	57/109 53%	
Produces BNWS 100-1(on/off decade)	5/109 4%	32/109 29%	
Number Identification 1-120	62/109 57%	82/109 75%	
Counts back to subtract	10/109 9%	39/109 36%	
Identifies Doubles Finger patterns	37/109 34%	82/109 75%	
Identifies Ten Frames w/out counting	12/109 11%	41/109 38%	

Second Grade Numeracy Categories	Fall 2019	Winter 2020	Spring 2020
Produces FNWS 1-200	44/100 44%	82/102 80%	
Produces BNWS 200-1	30/100 30%	68/102 67%	
Number Identification 1-1000	56/100 56%	80/102 78%	
Uses non-count-by-one strategies	13/100 13%	43/102 42%	
Identifies Doubles Finger Patterns	78/100 78%	94/102 92%	
Identifies Ten Frames w/out counting	52/100 52%	87/102 85%	

School Name: Gallatin County Lower Elementary

Fully Implemented

Partially Implemented

Not Implemented

3-5 Year Goals:

Proficiency

- By Spring of 2023, 85% of students will be in tier 1 according to iReady in reading and math.

Gap

- By 2023, 80% of male students will be in Tier 1 in reading and math as measured by Iready.
- By 2023, 75% of Hispanic students will be in Tier 1 in reading and math as measured by Iready.

Growth

- By 2023, 80% of our students will meet their typical growth in reading and math in Iready.

180 Day Objectives:

Proficiency

- By Spring of 2020, 70% of students will be in tier 1 according to iReady in reading.
- By Spring of 2020, 70% of students will be in tier 1 according to iReady in math.

Gap

- By 2020, 45% of male students will be in Tier 1 in reading and math as measured by Iready.
- By 2020, 40% of Hispanic students will be in Tier 1 in reading and math as measured by Iready.

Growth

- By Spring 2020, 80 % of students will meet expected growth in Iready.

In the Next 30 days, we will know we are successful when: we meet the deadline set below.

- Proficiency
- Gap
- Growth

The measures/evidence we will use are:

- Assessment review
- Feedback from KDE

30 days action strategies- Dates:January	Who is responsible (team leader(s))?	Deadline?	What is the plan for communication?
Bounce Training for all staff regarding trauma informed care	Brian Brentlinger	Jan 4	Email, verbal presentation, follow up meetings
PLC on writing Gallery Walk	Megan Morris	Jan 22	Face to face meeting
Two Day Review with feedback	KDE, Megan Morris	Jan 14-15	Face to face, written report, interviews, email
Start sending teachers to observe other teachers in our building	Megan Morris, Tonia Smith, Angie Herndon	Jan 31	Face to face meeting
Counseling small groups will start	Angela Bledsoe	Jan 13	Email, groups
Create a plan for PLC agenda and minutes	Megan Morris	Jan 31	Face to face

If we are not successful, we will:

Plus Delta reasons of not meeting goals, set a new plan for the following month

In 60 days, we will know we are successful when: we meet the deadline set below
The measures/evidence we will use are:
Assessment Data results

30 days action strategies- Dates: February	Who is responsible (team leader(s))?	Deadline?	What is the plan for communication?
Bounce update training	Brian Brentlinger		
Assessment Review for the month	Megan Morris, Tonia Smith, Angie Herndon	Feb 7	Face to face meeting
Implement tools for PLC agendas and minutes	Megan Morris, Tonia Smith, Angie Herndon	Feb 4	Face to face, PLC meetings
Organize our curriculum into systematic filing	Megan Morris, Teachers	Feb 28	email , face to face
Move walk through over to assessa	Megan Morris	Feb 28	Face to face meeting with teachers

If we are not successful, we will:

<p>In 90 days, we will know we are successful when:</p> <ul style="list-style-type: none"> • Proficiency • Separate Academic Indicator • Gap • Growth
<p>The measures/evidence we will use are:</p>

30 days action strategies-Dates: March	Who is responsible (team leader(s))?	Deadline?	What is the plan for communication?
Send a few staff members to Leader in Me Symposium	Megan Morris Anegla Bledsoe	March 11 12	Share with faculty with back from training

<p>If we are not successful, we will:</p>
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In 120 days, we will know we are successful when:

• Proficiency

• Separate Academic Indicator

• Gap

• Growth

The measures/evidence we will use are:

30 days action strategies-Dates: May 13- June 21	Who is responsible (team leader(s))?	Deadline?	What is the plan for communication?

If we are not successful, we will:

In 150 days, we will know we are successful when:

• Proficiency

• Separate Academic Indicator

• Gap

• Growth

The measures/evidence we will use are:

30 days action strategies-Dates: June 24 - August 2	Who is responsible (team leader(s))?	Deadline?	What is the plan for communication?

If we are not successful, we will:

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<p>In 180 days, we will know we are successful when:</p> <ul style="list-style-type: none">• Proficiency• Separate Academic Indicator• Gap• Growth
<p>The measures/evidence we will use are:</p>

30 days action strategies-Dates: August 5 - Sept 13	Who is responsible (team leader(s))?	Deadline?	What is the plan for communication?

<p>If we are not successful, we will:</p>

In 210 days, we will know we are successful when:

• Proficiency

• Separate Academic Indicator

• Gap

• Growth

The measures/evidence we will use are:

30 days action strategies-Dates: Sep 16 - Nov 1	Who is responsible (team leader(s))?	Deadline?	What is the plan for communication?



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GALLATIN COUNTY SCHOOLS
PROFESSIONAL DEVELOPMENT

DECEMBER 2019

P 1
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FOR 2020 06

JOURNAL DETAIL 2020 1 TO 2020 6

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0101053 PROFESSIONAL DEVELOPMENT							
0120 CERTIFIED SUBSTITUTE SALARY	0	0	0	1,055.00	.00	-1,055.00	100.0%
0222 EMPLOYER MEDICARE CONTRIBUTION	0	0	0	15.32	.00	-15.32	100.0%
0231 KTRS EMPLOYER CONTRIBUTION	0	0	0	31.65	.00	-31.65	100.0%
0251 STATE UNEMPLOYMENT INSURANCE	0	0	0	7.55	.00	-7.55	100.0%
0260 WORKMENS COMPENSATION	0	0	0	8.37	.00	-8.37	100.0%
0338 REGISTRATION FEES	4,500	0	4,500	150.00	1,140.00	3,210.00	28.7%
0580 TRAVEL	0	0	0	134.74	.00	-134.74	100.0%
TOTAL PROFESSIONAL DEVELOPMENT	4,500	0	4,500	1,402.63	1,140.00	1,957.37	56.5%
GRAND TOTAL	4,500	0	4,500	1,402.63	1,140.00	1,957.37	56.5%

** END OF REPORT - Generated by Kelley Gamble **



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GALLATIIN COUNTY SCHOOLS
|SBDM

DECEMBER 2019

|P 1
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FOR 2020 06

JOURNAL DETAIL 2020 1 TO 2020 6

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0101031 GCES GUIDANCE CNSL GF							
0610 GENERAL SUPPLIES	1,000	-300	700	168.44	.00	531.56	24.1%
TOTAL GCES GUIDANCE CNSL GF	1,000	-300	700	168.44	.00	531.56	24.1%
0101059 GCES LIBRARY GF							
0339 OTH PROF TRAINING & DEV SVCS	755	0	755	439.00	.00	316.00	58.1%
0610 GENERAL SUPPLIES	300	0	300	.00	.00	300.00	.0%
0641 LIBRARY BOOKS	3,990	0	3,990	1,610.14	649.65	1,730.21	56.6%
0642 PERIODICALS & NEWSPAPERS	300	-150	150	.00	.00	150.00	.0%
TOTAL GCES LIBRARY GF	5,345	-150	5,195	2,049.14	649.65	2,496.21	51.9%
0101077 GCES PRINCIPAL'S OFFICE GF							
0338 REGISTRATION FEES	0	0	0	400.00	.00	-400.00	100.0%
TOTAL GCES PRINCIPAL'S OFFICE GF	0	0	0	400.00	.00	-400.00	100.0%
0101118 GCES REGULAR INST GF							
0338 REGISTRATION FEES	1,000	-200	800	.00	.00	800.00	.0%
0339 OTH PROF TRAINING & DEV SVCS	500	0	500	.00	.00	500.00	.0%
0444 COPIER RENTAL	10,000	0	10,000	2,479.92	.00	7,520.08	24.8%
0580 TRAVEL	2,000	-500	1,500	57.12	.00	1,442.88	3.8%
0610 GENERAL SUPPLIES	13,216	9,360	22,576	6,399.03	2,050.92	14,126.05	37.4%
0643 SUPPLEMENTARY BKS/STUDY GUIDES	50	-50	0	.00	.00	.00	.0%
0645 AUDIOVISUAL MATERIALS	0	1,570	1,570	.00	.00	1,570.00	.0%
0650 SUPPLIES - TECHNOLOGY RELATED	1,150	-1,150	0	.00	.00	.00	.0%
0679 OTHER STUDENT ACTIVITIES	2,700	-400	2,300	.00	.00	2,300.00	.0%
0697 OTHER SUPPLIES & MATERIALS	9,915	-1,115	8,800	5,143.84	400.00	3,256.16	63.0%
TOTAL GCES REGULAR INST GF	40,531	7,515	48,046	14,079.91	2,450.92	31,515.17	34.4%
GRAND TOTAL	46,876	7,065	53,941	16,697.49	3,100.57	34,142.94	36.7%

** END OF REPORT - Generated by Kelley Gamble **



12/31/2019 10:31
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GALLATIN COUNTY SCHOOLS
INSTRUCTIONAL RESOURCES/TEXTBOOKS
DECEMBER 2019

FOR 2020 06

JOURNAL DETAIL 2020 1 TO 2020 6

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0101118 GCES REGULAR INST GF							
0644 TEXTBOOKS	6,800	5,200	12,000	5,200.00	3,919.00	2,881.00	76.0%
TOTAL GCES REGULAR INST GF	6,800	5,200	12,000	5,200.00	3,919.00	2,881.00	76.0%
GRAND TOTAL	6,800	5,200	12,000	5,200.00	3,919.00	2,881.00	76.0%

** END OF REPORT - Generated by Kelley Gamble **

FRC Advisory Council

October 14, 2019

Meeting Minutes

Attendees:

Megan Taylor – Parent

Jeremy Booher – Gallatin Board of Education

Lisa Ray – GCUE Teacher

Sherri Ferguson – Parent

Amy Dunavent – GCLE Aid

Tammy Walters – GCLE Teacher

Megan Morris – GCLE Principal

Kristie Beatty – GC Schools Nurse

Conte Flowers – FRC

Kerry Tackett – FRC

Amy Dunavent called the **meeting to order**.

Members introduced themselves.

The **minutes from the September meeting** were reviewed. Tammy Walters motioned to approve the minutes. Lisa Ray seconded the motion. All were in favor.

The **monthly report for September 2019** was presented. Conte highlighted the following items:

Families in Training

- Dolly Parton Imagination Library has 236 children enrolled and 647 have graduated from the program.
- Arranged for Shine Moody to come for the preschool night

After School Childcare

- We have new weekly clubs starting today. These clubs will go through December. We will offer new weekly clubs in January.
- We will offer a new weekly bible club starting at the end of the month.
- Conte spoke at the Gallatin County Fiscal Court about afterschool clubs

Health and Health Referrals

- We have had great attendance with our Girls on the Run club. They are gearing up towards their running event in November.
- There are 84 students (and 7 on a waiting list) being provided weekend food through the Freestore Foodbank.
- We have been distributing the Dinner Table Project flyers.

Family Literacy

- Distributed GrandLove newsletters
- Sherri Ferguson reported on GrandLove. Sherri advised the group that she felt very loved and cared for when she attended the meetings.
- Our first All Pro Dads Breakfast had 46 father figures, 73 children and 3 Dorman representatives attend.
- To qualify for Christmas Assistance this year families must attend a 2-hour financial empowerment class and meet financial requirements.

Educational Support

- Mrs. Flowers and Mrs. Bledsoe have been leading a kindness club at the lower elementary.
- Contacted several children and their families about attendance

Reducing Barriers to Education

- A local church contacted us stating they would like to support 25 children this Christmas. Conte referred them to Community Action.
- The Clothing Giveaway served over 25 families. We had a great group of volunteers from Dorman and friends of the FRC.

Other items

- Conte advised the group that one of our friends of the FRC who donated school supplies and repaired coats to donate had passed away unexpectedly. Conte is planning to write an article in her honor for our next newsletter.

Lisa Ray motioned to approve the monthly report. Megan Taylor seconded the motion. All were in favor.

Conte presented the **Financial and Munis report**.

- Our grant from the state only covers our salary.
- Our Dolly Parton Imagination Library funds are depleting. However, we will receive money from the Fiscal Court soon.
 - We also applied for a grant through Speedway Children Charities to help with literacy. We should find out soon if we were awarded the grant.
- Ohio Valley United Charities account is low on funds, but we will receive \$8,000 in January.
- Girls on the Run has money from 5k race donations. We may need to purchase some items for the girls before the race.

Sherri Ferguson motioned to approve the financial/munis report. Tammy Walters seconded the motion. All were in favor.

Review and approval of the Impact Report

Conte presented the Impact Report. We addressed our after-school programming in our report.

Lisa Ray motioned to approve the Impact Report. Kristie seconded the motion. All were in favor.

Review and approval of the I & R.

- All components were achieved except for the 1st grade health fair.
- We will implement a 1st grade and 2nd grade health fair this year so that all children receive this health education.
 - Second grade's health fair will be November 26th
 - We will need to schedule a date for first grade's health fair.

Kristie Beatty motioned to approve the I & R. Tammy Walters seconded the motion. All were in favor.

Standards of Quality for Family Strengthening and Support

We are working on our second standard for improvement – Community Building

- CB 1.1
 - We have been working with our DPP, Mr. Booher, on attendance. This will help us to achieve higher quality.
 - Contact with stakeholders – we send our newsletters and monthly reports to our legislators, local politicians, and representatives.
 - To achieve higher quality the suggestion was made that we develop a Facebook page to share information with our families.
 - We will contact Michelle Lawrence for assistance in establishing a Facebook page per district requirements.
- CB 1.2
 - We work with Champions for a Drug Free Gallatin County.
 - We could have possible town hall meetings in Warsaw or Glencoe on how we as a community can make Gallatin County the best it can be.
- CB 2
 - We currently have our GrandLove program. We also develop and distribute a resource directory/welcome binder and things to do in the summer packet.
- CB 3
 - We worked with our Library, Interagency group, Churches and other community agencies and groups.
 - We get the names of students who are homeless and take them information on how they can receive help.

Upcoming Events

- Kindness Week will be November 4 – 8. This event is district and community wide. We are partnering with Champions for a Drug Free Gallatin County for this event. There will be theme days across the district and a community decorating contest (painting the town blue). We are also collecting items for the Fisher House (an organization that provides shelter for families of veterans who are hospitalized).
- Conte will be attending Fall Institute November 13 – 15. The drug free community grant is paying for this training opportunity.
- Girls on the Run will have their cumulative race at Waterfront Park in Louisville, Ky on November 23rd.

Kristie Beatty motioned to adjourn the meeting. Megan Taylor seconded the motion.

The next FRC advisory council meeting will be November 11, 2019 at 3:45 pm.

FRC Advisory Council

November 11, 2019

Meeting Minutes

Attendees:

Megan Taylor – Parent

Jeremey Booher – Gallatin Board of Education

Lisa Ray – GCUE Teacher

Sherri Ferguson – Parent

Amy Dunavent – GCLE Aid

Tammy Walters – GCLE Teacher

Megan Morris – GCLE Principal

Amanda Carroll – GCUE Principal

Conte Flowers – FRC

Kerry Tackett – FRC

Matthew Branam - Parent

Amy Dunavent called the **meeting to order**.

Members introduced themselves.

The **minutes from the October meeting** were reviewed. Mr. Booher's name was spelled incorrectly in October's minutes. Kerry will correct the mistake. Lisa Ray motioned to approve the minutes with the correction made. Megan Taylor seconded the motion. All were in favor.

The **monthly report for October 2019** was presented. Conte highlighted the following items:

Full Time Preschool

- We will be assisting Preschool with their fall family night at the Gallatin County Public Library on November 25th.

After School Childcare

- Amy Dunavent has been helping us with pick ups on Tuesdays and Thursdays.

Health and Health Referrals

- The Girls on the Run Club has their race coming up on November 23rd in Louisville. This is the clubs' cumulative event.
- The number of students receiving the Power Packs (weekend food) has risen slightly.

Family Literacy

- The last financial empowerment class (provided by CAC and a requirement to receive Christmas assistance) is Saturday, November 16th at the Gallatin County Public Library.

- GrandLove is our support group for anyone who is raising children other than their own. Our next GrandLove meeting will be November 18 at the Gallatin County Extension Office.
- We are currently working on plans for our first Super Mom's event of the year. Super Mom's Christmas Around the World will be December 5th at 5:30 pm.

Educational Support

- We have working with Mr. Booher on attendance issues. We have been talking with students and parents (over the phone, on school grounds, and home visits) about unexcused or excessive absences.
- Conte assisted with parent night at the Upper Elementary.

Tammy Walters motioned to approve the monthly report. Lisa Ray seconded the motion. All were in favor.

Conte presented the **Financial and Munis report**. Lisa Ray motioned to approve the Financial and Munis report. Megan Taylor seconded the motion. All were in favor.

There was a discussion about parents picking up their children late from clubs. Some of our parents have picked up their children as much as 45 minutes late from clubs. There are also some parents that are late habitually. This makes it difficult on the FRC staff, club leaders, and school employees. Megan Morris suggested the following items.

- Check with Mr. Hammond to see what can be done about the situation.
- Document late pick-ups in infinite campus.
- If we are unable to reach the parents by phone call the police and have them take the child home.
- Call social services if needed.

It was decided to develop a policy and send it out to all students' parents who are enrolled in clubs asap. Sherri Ferguson motioned to approve the late pick up policy. Lisa Ray seconded the motion. All were in favor.

Conte led the council in understanding their roles and responsibilities according to the Advisory Council Training module. She explained how the council is an integral part of the center and their input makes the center complete.

Standards of Quality

- Due to the arrival of impending weather we table the discussion of this month's standard of quality until the next meeting.

Upcoming Events

- The second-grade health fair will be November 26th from 9:30 – 11:30 am at the Lower Elementary. We need someone to talk to the students about Internet Safety. If you know of anyone please send them our way.
- The Super Mom's Christmas Around the World Event will be December 5th from 5:30 – 7:30 pm.

- The upper elementary canned food drive will be kicked off at the Gobble Fest on the evening of November 22nd. Their canned food drive will continue until the end of the first week of December.
- The lower elementary canned food drive will be December 2nd – December 6th.

Lisa Ray motioned to adjourn the meeting. Tammy Walters seconded the motion. The next advisory council meeting will be Monday, January 13, 2020 at 3:45 p.m.

SCHOOL IMPROVEMENT PLANNING POLICY



PLAN DEVELOPMENT AND REVISION

Each school year the council will use the planning process recommended by the Kentucky Department of Education to revise our school improvement plan (SIP) using the following steps and activities:

SUMMER

STEP 1 ACTIVITIES

- Ensure all new council members have a copy of the SIP and of this policy.
- The council reviews the:
 - SIP for effectiveness and discusses the target and goals. Survey results from last spring and begins discussion of further needs assessments to be given in the fall (if necessary).
 - TELL data (updated in odd numbered years).
- The council sets a schedule for at least three Progress Notes to be given to the council in the coming school year.

LATE SUMMER/FALL

STEP 2 ACTIVITIES

- Embargoed test scores are shared by the principal with the council and staff outside of an open meeting or as permitted.
- The council (or designated committee) makes plans for the major annual analysis of testing results, programs and any other relevant data or needs assessment activities that need to be scheduled. Plans will include designating work groups and developing a timetable for completion of needs assessments and testing data analysis.
- Designated work groups/staff will analyze testing results/School Report Card and program results, including but not limited to information on gap data. The findings will be reported to the council based on the council's timetable.
- The council will use findings from the various work groups/staff to support continuation of work on existing priority needs (if necessary) and to identify new priority needs (if any). The principal will identify individual component team leaders and members.

- The component teams will begin work analyzing data to discover the root cause(s) of the priority needs based on the needs assessments, the School Report Card, other pertinent documents/data, and staff knowledge of school function and operation. They will then begin writing new long-term/multi-year goals (if necessary) and developing short-term annual measurable objectives (targets/benchmarks/measures of success) that align with the five Kentucky Board of Education (KBE) goals.
- Component team begins developing strategies and activities to enable students to meet the measurable objectives. (This includes activities focused on closing the achievement gaps.)
- Teams will also begin developing timelines and a budget and designating the people responsible for the various strategies/activities.

LATE FALL/WINTER

STEP 3 ACTIVITIES

- Component teams continue work on components to develop strategies and activities, timelines, people responsible, and budgets that include resources needed and source of funding using the SIP due date as a timeline frame of reference.
- The council will:
 - Develop/revise the shareholder communications and input process for the SIP.
 - Obtain widespread input and feedback on the entire school improvement plan from shareholders (including but not limited to a public meeting) and suggest revisions to the component teams if necessary.
 - Make funding adjustments to the plan if necessary and communicate those adjustments to the component teams.
 - ***Revise the plan to include achievement gap targets (annually by January 1)***
 - *Propose achievement gap targets to the superintendent and the local board (annually by February 1)*

LATE WINTER/SPRING

STEP 4 ACTIVITIES

- Component teams will continue to upgrade/revise the plan as activities are completed and data such as budgeting information in March and May becomes available.
- The council will ensure that parent, staff, and student surveys/needs assessments on school function and operation are conducted and survey and needs assessment results are compiled for the summer/fall.

PROGRESS AND IMPLEMENTATION OF THE IMPROVEMENT PLAN

To make sure the SIP is on track and making a difference, the council will:

1. Set a schedule during the July or August council meeting for at least three Progress Notes to be given to the council during the coming school year.
2. Review the data/information from the Progress Notes during regularly scheduled council meetings at which time needed adjustments to keep the SIP on track may be identified and those adjustments will be related to the appropriate component managers by the principal.
3. Stay informed about the SIP progress by receiving information at each regularly scheduled meeting by one of the following means:
 - Progress Notes
 - Report from one component team on progress.
 - Information on last month, this month, next month's activities for all components.

PRINCIPAL ROLE

The principal (or designee) will be responsible every school year for the following tasks associated with the school improvement planning process:

1. Ensuring the SIP, including but not limited to all long and short-term goals and objectives, is communicated to shareholders.
2. Tracking all dates and deadlines (some of which may change from year to year).
3. Making sure that at each regularly scheduled meeting the council monitors the SIP by either reviewing completed and upcoming activities or by receiving a report on the progress of the plan (Progress Notes).

POLICY EVALUATION

We will evaluate the effectiveness of this policy by the efficiency and effectiveness of our school improvement planning process.

Date Adopted: _____

Date(s) Reviewed or Revised:

PRINCIPAL STANDARDS: The procedures outlined in section PRINCIPAL ROLE of this policy support principal alignment with the *Principal Performance Standards* (5.2).

PROGRESS AND IMPLEMENTATION OF THE IMPROVEMENT PLAN: There may be some district guidelines on this so you will want to check on that before setting a number in policy of Progress Notes that will be done.

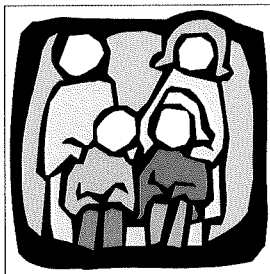
N A BOX:

ample policy is consistent with KRS 158.649 (which was amended in 2017) to include the following **Achievement Gap Timeline:**

- o Annually by January 1 the school council shall revise the school improvement plan to include the achievement gap targets
- o Annually by February 1 the school council shall propose achievement gap targets to the superintendent and the local board
- o Local board shall establish an annual achievement gap target

The language for these requirements is in ***bold italics***.

GALLATIN COUNTY LOWER ELEMENTARY CONSULTATION POLICY



KRS160.345(2)(i)11

INTERVIEW COMMITTEE

For each vacancy that occurs at our school (except principal*), consultation with the **council** must take place during a regular or special called meeting.

COUNCIL as the Interview Committee

- Council members plus at least one staff member who will work directly with the person to be hired (if not already on the council).
- The principal may add other staff to the Interview Committee who can contribute to the interviewing process.
- All interviews will take place in a regular or special called council meeting.
- Consultation will take place after the last interview for the vacant position.

* See the Principal Selection Policy for procedures for this vacancy.

TIMELINE, APPLICATIONS/REFERENCES, and CRITERIA/INTERVIEW QUESTIONS

The principal will:

1. Chair the Interview Committee and ensure that the Open Meetings Law is followed during all procedures for filling vacancies.
2. Establish a timeline for filling each vacancy.
3. Review and screen all applications and references.
4. Decide on applicants to interview and check references.
5. Arrange all interviews including calling special meetings if needed.

The Interview Committee will:

1. Develop a set of criteria for a strong candidate. These criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.
2. Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates in an in-person interview.
3. Determine if information in the written application or résumé points to any specialized questions that should be asked of a particular applicant and develop those questions if they are necessary.

INTERVIEWS

The following procedures will be followed during scheduled closed session interviews:

1. All the standardized questions will be asked of each candidate in the same order.
2. Following the standardized questions, specialized questions (if any) and follow-up questions (if any) will be asked.
3. Following each interview, committee members will discuss how well each candidate meets the criteria and any other input requested by the principal, which may include a prioritized list.

CONSULTATION WITH THE COUNCIL

After interviews are complete, in a closed session the council will meet to discuss with the principal the findings of the Interview Committee and offer comments on the contributions each applicant could make and provide any additional input requested by the principal.

If a quorum of the council fails to attend this meeting, the principal may either call another meeting or declare an emergency and conduct the required consultation with the council members present so the hiring process can continue.

SELECTION OF THE PERSON TO BE HIRED

After considering the input from all the closed session meetings, the principal will make the final selection of the person he or she believes will contribute most to the success of the school's students and notify the superintendent and council of his or her choice. The decision made by the principal is binding on the superintendent who will complete the hiring process.

EXTRA-DUTY ASSIGNMENTS AND POSITIONS

Extra-duty assignments and positions include paid or unpaid duties beyond the instructional day or beyond the contract days of a teacher. When only persons currently working at our school will be considered, the principal will make the assignment following our policy on Instructional and Non-Instructional Staff Time Assignment. When persons currently not working at our school will be considered, this policy on consultation will be followed by the principal, the council, and the ad hoc Interview Committee appointed by the principal.

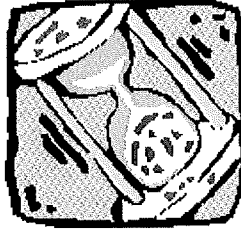
POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: August 8, 2018
Date Reviewed or Revised:

Signature: Megan Morris
Council Chairperson

**GALLATIN COUNTY LOWER ELEMENTARY
INSTRUCTIONAL AND NON-INSTRUCTIONAL
STAFF TIME ASSIGNMENT POLICY**



KRS 160.345(2)(i)2

CRITERIA FOR ASSIGNMENT

The principal will assign staff members' time in a manner that will:

1. Take into account specific student needs and interests, including both developmental and academic.
2. Facilitate the implementation of our improvement plan and our student assignment policy.
3. Take into account different teachers' strengths and in-depth knowledge of specific topics and assign highly-effective staff in a fair and equitable manner based on student and school needs, assessment data, and local and state requirements.
4. Take into account staff members' requests to vary their work.
5. Put a priority on a manageable class load for each teacher.
6. Include formal and informal assignment processes that support and assist all new personnel and provide mentoring for new instructional personnel.
7. Meet certification requirements and the parameters of district job classifications.

ASSIGNMENTS BASED ON CRITERIA

To complete assignments, the principal will:

1. In March, invite all returning staff members to indicate their preference for continuing or changing assignments the next year, including classroom assignments, extra-duty assignments, and other responsibilities.
2. In April, meet with any individual staff members whose requests may be difficult to grant to discuss reasons for the staff member's interest, factors making it difficult to grant the requests, and possible solutions.
3. In May, assign staff members based on the criteria in the first section of this policy. Notify all staff members of their assignments.

4. In August, notify the council, as an FYI, of how all staff members have been assigned.

ALTERING ASSIGNMENTS

After making assignments, the principal may alter them:

1. When necessary to respond to unanticipated enrollment or staffing changes.
2. When the principal and the affected teachers agree that a change is needed.
3. When the council changes other policies or the school improvement plan and recognizes in the minutes that those changes may require staff time assignment changes that cannot be put off until the next school year.

SUPERVISION OF STUDENTS

While on school property, students at Gallatin County Lower Elementary will be under the supervision of a qualified adult who will treat students with respect and hold them accountable for their conduct.

A. DAILY SUPERVISION PLANS

Prior to the opening of each school year, the principal (or designee) will have in place a plan of daily student supervision for the following areas:

- Cafeteria
- Restrooms
- Playground
- Halls
- Before and after school areas
- Bus loading and unloading zones

B. SUPERVISION OF EVENTS AND ACTIVITIES

The Principal (or designee) will ensure that all school-sponsored events and activities are supervised and chaperoned with a suitable number of qualified adults who will treat students with respect and hold them to appropriate standards of conduct.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: 3/13/19

Signature: Megan Morris

Date(s) Reviewed or Revised: