**HH SBDM December 2019 Minutes**

December 10, 2019, 3:15pm

1. **Opening Business -** called to order 3:22, present: Angela Moore, Jessica Turner, Jenna Walters, Darian Parker, Liz Looten
2. Approval of December Agenda and November minutes motion/2nd Walters/Parker
3. Good News Report--5th grade Thanksgiving lunch, Logan County site visit (large group!), Adairville Site Visit (small group coming 12-11 to see station teaching, STEM Lab, enrichment groups), United Way Campaign, Feeding America Food Drive, Panther Place Thanksgiving, Book Fair #2, Christmas Family Showcase Night (almost 560 people), Texas Roadhouse Fundraiser, Sky’s the Limit Fundraiser (new this year, month of Dec), EEF grants, School Safety Audit (did mock audit to prepare), Impact Aid forms, School Nurse for 2020 (will know for sure after Board meeting), Project Prevent for 2020 (focus on mental health, district will get one floating counselor)
4. Public Comment
5. **Student Achievement Report**
6. ITBS score reports and analysis - will use to identify GT referrals, also trying to use to dig into social studies and science, also administering TCTs in grade levels, critical to get the question answering skills started young, focus on academic vocabulary
7. District Math Common Assessments - completed
8. KPREP webinar and preparation - Field test for online will be in February, random students will get random portions of the test. 2021 test will all be online (in May)
9. Winter STAR benchmark in January - first week back in January, interventionists will not be there for stations
10. ACCESS testing in January - has to be done in the computer lab by Mrs. Clark
11. Alternate Assessments completed this month- Mrs. G is finishing these up
12. **School Improvement** 
    1. EEF grants - A lot of technology based grants submitted, wanting to get 4th/5th one-to-one, hard to know where to distribute Chromebooks with grants
    2. School Safety Audit - mock audit done by Mr. Smallwood and Officer Schwartz, complimented emergency plan; next step is to require teachers to lock classrooms, not feasible with current locks, also need exit maps in office
    3. CSIP work
13. **Budget**
14. Section 6 - duplicating is the only budget item that is right at the halfway point, need to keep an eye on that. Long distance bill continues to go up, transient population means more time spent on phones and faxing documents. Working on getting us to encrypt so we can send those files through email instead.
15. Title 1 - have exhausted 18-19 funds, have started using 19-20 budget for payroll in November
16. **Committee Reports**
17. November minutes in team drive
18. **Bylaw or Policy Review**
19. 4.03 Homework Policy--final copy replaced in binder, updated checklist
20. 3.02 Writing Policy and rubric--final copy replaced in binder, updated checklist
21. **Old Business**
22. continue CSIP work - finished reviewing CSIP prior to submitting, discussion of Culture of Learning/7 Habits instruction. Plan to do a survey to see how teachers are implementing 7 Habits, what they still need
23. Writing Policy and Rubric--submitted by Dec. 1 to KDE - submitted
24. **New Business**
25. consider/discuss addition or change to lunch visitation- Committee has requested that we consider our lunch visitor policy -issues have arisen with parents getting too much information about other students, intervening in areas they don’t need to intervene in, etc. Maybe it would be good to have a designated lunch table for guests, or designated days? General feeling was have a designated table for guests, see if that helps with issues before we move to designated days

b. ESS PAWS club change/use day waiver - PAWS will finish up this week, after winter break we have already applied for a   
 day waiver, will hire another part-time person to work half days to help with intervention groups/stations, etc.

1. **Ongoing Learning**
2. **Upcoming Deadlines**
3. CSIP, Closing the Achievement Gap, Executive Summary, Title 1 Annual Review due Jan. 1 - Jessica will work on these and submit over winter break
4. Impact KY School Working Conditions Survey---January 13-February 21 (Liz Looten) - will plan to do it during faculty meeting in late January or early February
5. **Adjournment** Motion/2nd to adjourn @ 5:00 by Looten/Moore