

Gallatin County Lower Elementary
SBDM Meeting Agenda
Library 4:30 pm
February 9, 2022

1. Opening Business
 - a. Welcome
 - b. Approval of the Agenda
 - c. Approval of the Minutes of the previous meeting
 - d. Good News Report
 - e. Public Comment
 - i. Family Resource Center Grant Approval- Conte Flowers
2. Student Achievement
 - a. Accelerating Learning
 - b. Assessing Student Achievement
3. School Improvement Planning
 - a. Monthly Review
4. Budget Report
 - a. Budget Review
5. Committee Report
6. Bylaw or Policy Review/Readings/Adoption
 - a. Student Assignment
 - b. School Day and Week Schedule
 - c. School Space
7. Old Business
8. New Business
9. Ongoing Learning
 - a. 2022 Legislative Session
 - b. 2022 Impact KY Working Conditions Survey Results
10. Upcoming Deadlines
11. Adjournment

Gallatin County Lower Elementary
SPECIAL SBDM Meeting Agenda

Library 4:30 pm

January 19, 2022

1. Opening Business – called to order at 4:35 PM. Attendees: Megan Morris, Laura Hickey, Megan Skidmore, Angie Jones, Sara Hansen, Amber Perkins, Sandy Pyles and Ms. Amy.
 - a. Welcome – have Ms. Amy and Sandy Pyles with us today to observe and this is a special meeting.
 - b. Approval of the Agenda
 1. Motion to approve the agenda: Angie Jones
 2. Second: Megan Skidmore
 3. All in favor
 - c. Approval of the Minutes of the previous meeting
 1. Motion to approve the agenda: Amber Perkins
 2. Second: Sara Hansen
 3. All in favor
 - d. Good News Report
 1. First day back in school today, which is great. Good to see all the staff and kids onsite today.
 - e. Public Comment
 1. none
2. Student Achievement
 - a. Accelerating Learning
 1. Every time we meet with teams we are talking about accelerated learning to attempt to close the gap that is forming due to COVID impacts to schooling.
 2. Every team has a different plan on how to meet student needs
 - b. Assessing Student Achievement
 1. Reviewed data by grade level
 2. Big gains in moving kids from tier 3 to tier 2
 3. Reviewed data by gender
 4. Reviewed data due to ethnicity
 1. Adding resources and support in this area to try and close this gap
 5. Reviewed BAS
 1. Talked about what could reduce class size for current Kindergarten group moving forward. Made some tweaks to daily instruction for K to try and move readers along.
 6. Reviewed SNAP skills by grade level, different plans to improve based on grade.
3. School Improvement Planning
 - a. Monthly Review

1. Reviewed updated 30, 60 and 90 day plans
 - b. Social and Emotional Leadership and Learning
 1. N/A
4. Budget Report
 - a. Budget Review
 1. Reviewed budgets with updates from December
5. Committee Report
 - a. Will talk about action teams next month
6. Bylaw or Policy Review/Readings/Adoption
 - a. Instructional Practices
 1. Move to review and approve with the following edit: "Each grading period, students will have at least one opportunity to: Participate...." Remove lead. – Angie Jones
 2. Second – Sara Hansen
 3. All in favor
 - b. Wellness
 1. Plan to review Wellness again next month
 - c. Curriculum
 1. Move to review and approve with the following edit, when curriculum committee is referred to add "Team Leads" to clarify they are equal. (3 edits) – Laura Hickey
 2. Second – Angie Jones
 3. All in favor
7. Old Business - none
8. New Business - none
9. Ongoing Learning
 - a. The Kentucky Family and School Partnership Guide
 1. Shared the guide that is available
 - b. Guidance on adding non-voting members and alternative council models
 - c. 2022 Legislative Session
 1. Senate Bill 1 currently exists that discusses potential changes to SBDM, specifically over curriculum and principal selection. This is currently in the House. This could result in some changes.
 2. Senate Bill 25 has passed. This would provide 10 more days of remote instruction for schools, still not on the official website.
 3. House Bill 1 – would fund full day kindergarten, funding the retirement system, funding for preschool. Interesting to see where this goes, would be very beneficial if it goes through.
10. Upcoming Deadlines - none
11. Adjournment –
 - a. Motion to adjourn: Angie Jones
 - b. Second: Megan Skidmore
 - c. All in favor

District Contact: Tony Jury

School Contact: Megan Morris

3 Year Goal(s):

- Gallatin County Schools will have a district-wide curriculum aligned to the Kentucky Academic Standards.
- 100% of students exiting elementary, middle and high school will successfully demonstrate proficiency on the Kentucky Academic Standards.

End of Year Goals (Written as SMART Goals):

Goal 1: Gallatin County Schools will have a district-wide k-12 adjusted curriculum and pacing guides aligned to KAS for each subject by grade.

In 30 days (Aug. 13)

Evidence of success must be added onto actions

Evidence of success:

- Completed needs assessment will establish a work plan for the district with the OVEC CRRSA Team.

Actions:

	Who is on point?	By when?	Date Completed
● All actions were at District Level	Jury	August 13	August 12

In 60 days (Oct. 1)

Evidence of Success:

- Gallatin County and OVEC CRRSA Support Team will develop a year long work plan using the 30-60-90 Plan.
- Coaching sessions will be put in place for the Director of Curriculum, Assessment, and Instruction, Principals, and Instructional Coaches.

Actions:

	Who is on point?	By when?	Date Completed
All actions were at District Level	Jury	Sept. 30	Sept. 24

90 Days (Nov. 19)

Evidence of Success:

- The principal will use the 30-60-90 day plan to track their work in Curriculum, Instruction and Assessment.

Actions:

	Who is on point?	By when?	Date Completed
<ul style="list-style-type: none"> ● Administrative Coaching for Principals <ul style="list-style-type: none"> ○ Continue monthly support with Cindy French ○ Continue monthly OVOP meeting 	French, Morris	Monthly	Continuing June 2022

<ul style="list-style-type: none">■ Look fors are :<ul style="list-style-type: none">● Learning targets are posted.● Learning targets are aligned to KAS.● Instruction is aligned with task.● Target is referred to during the lesson.○ Evidence-based Instructional Strategies<ul style="list-style-type: none">■ Continue trainings with KDE■ Monitor and support teachers in use of strategies			
<ul style="list-style-type: none">● Professional Learning Communities<ul style="list-style-type: none">○ PLCs are meeting on Tuesday and Wendsdays which are led by Morris or Smith○ PLC protocol is being used○ At the end of each unit there is a data team meeting	Smith, Morris Smith, Morris	Ongoing End of each unit	May 2022
<ul style="list-style-type: none">● Social and Emotional Learning<ul style="list-style-type: none">○ Mrs Bledsoe is leading lessons in classrooms○ Mrs. Bledsoe has started small group counseling groups.○ Mrs Bledsoe and Mrs Morris met with Chris Sweigart and Melissa Wainwright to discuss check in and check out systems○ Meeting scheduled for team to work on a plan to implement check in check out system	Bledsoe Bledsoe, OVEC, Morris	Ongoing November 15, 2021	May 2022 May 2022

120 Days (Jan. 21) <i>evidence of success must be added prior to actions</i>				
Evidence of Success: <ul style="list-style-type: none">				
Actions:		Who is on point?	By when?	Date Completed
<ul style="list-style-type: none">Administrative Coaching for Principals<ul style="list-style-type: none">Continue monthly support with Cindy FrenchContinue monthly OVOP meeting		French, Morris	Ongoing	May 2022
<ul style="list-style-type: none">Coaching for Instructional Coaches<ul style="list-style-type: none">Ongoing meetings		Smith	Ongoing	May 2022

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ence of Success:

- All instructional administrators will have used the 30-60-90 day plan to guide the Curriculum, Instruction and Assessment work in their building.

- All instructional administrators will have used the 30-60-90 day plan to guide the Curriculum, Instruction and Assessment work in their building.
- The district will have a district-wide pacing guide for all content areas.
- Every instructional administrator will participate in 5 school visits to collect ELEOT data.
- The PL plan for 2022-23 will be designed to meet specific curricular needs based on student assessment data.

180 days actions:



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GALLIATIN COUNTY SCHOOLS
SDM

SBDM ALLOCATION

FOR 2022 07

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0101031 GCES GUIDANCE CNSL GF							
0610 GENERAL SUPPLIES	700	0	700	.00	54.05	645.95	7.7%
TOTAL GCES GUIDANCE CNSL GF	700	0	700	.00	54.05	645.95	7.7%
0101059 GCES LIBRARY GF							
0339 OTH PROF TRAINING & DEV SVCS	755	0	755	.00	.00	755.00	.0%
0610 GENERAL SUPPLIES	300	0	300	92.62	147.51	59.87	80.0%
0641 LIBRARY BOOKS	3,990	0	3,990	1,684.10	1,682.28	623.62	84.4%
0642 PERIODICALS & NEWSPAPERS	150	0	150	.00	157.75	-7.75	105.2%
TOTAL GCES LIBRARY GF	5,195	0	5,195	1,776.72	1,987.54	1,430.74	72.5%
0101077 GCES PRINCIPAL'S OFFICE GF							
0338 REGISTRATION FEES	0	0	0	395.00	.00	-395.00	100.0%
0349 OTHER PROFESSIONAL SERVICES	438	-38	400	.00	.00	400.00	.0%
TOTAL GCES PRINCIPAL'S OFFICE GF	438	-38	400	395.00	.00	5.00	98.8%
0101118 GCES REGULAR INST GF							
0338 REGISTRATION FEES	800	-800	0	.00	420.00	-420.00	100.0%
0339 OTH PROF TRAINING & DEV SVCS	500	0	500	78.00	.00	422.00	15.6%
0444 COPIER RENTAL	10,000	-4,065	5,935	2,778.18	1,916.28	1,240.54	79.1%
0580 TRAVEL	1,500	0	1,500	.00	.00	1,500.00	.0%
0610 GENERAL SUPPLIES	26,692	12,946	39,638	8,965.74	6,379.58	24,292.68	38.7%
0645 AUDIOVISUAL MATERIALS	1,570	-650	920	.00	.00	920.00	.0%
0679 OTHER STUDENT ACTIVITIES	2,000	-2,000	0	.00	.00	.00	.0%
0697 OTHER SUPPLIES & MATERIALS	9,100	0	9,100	3,337.30	1,703.52	4,059.18	55.4%
TOTAL GCES REGULAR INST GF	52,162	5,431	57,593	15,159.22	10,419.38	32,014.40	44.4%
GRAND TOTAL	58,495	5,393	63,888	17,330.94	12,460.97	34,096.09	46.6%

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GALATIIN COUNTY SCHOOLS
INSTRUCTIONAL RESOURCES

FOR 2022 07

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0101118 GCES REGULAR INST GF							
0610 GENERAL SUPPLIES	0	0	0		272.99	-272.99	100.0%
0644 TEXTBOOKS	12,000	0	12,000	2,944.15	1,406.33	7,649.52	36.3%
TOTAL GCES REGULAR INST GF	12,000	0	12,000	2,944.15	1,679.32	7,376.53	38.5%
GRAND TOTAL	12,000	0	12,000	2,944.15	1,679.32	7,376.53	38.5%

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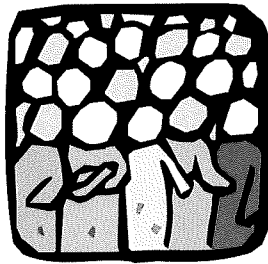
GALLATIN COUNTY SCHOOLS
PROFESSIONAL DEVELOPMENT

FOR 2022 07

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0101053 PROFESSIONAL DEVELOPMENT							
0338 REGISTRATION FEES	4,500	0	4,500	1,271.20	.00	3,228.80	28.2%
TOTAL PROFESSIONAL DEVELOPMENT	4,500	0	4,500	1,271.20	.00	3,228.80	28.2%
GRAND TOTAL	4,500	0	4,500	1,271.20	.00	3,228.80	28.2%

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

GALLATIN COUNTY LOWER ELEMENTARY STUDENT ASSIGNMENT POLICY



KRS 160.345(2)(i)3

CRITERIA FOR STUDENT ASSIGNMENT TO CLASSES AND PROGRAMS

The principal (or designee) will assign students to classes and programs in a manner that will:

1. Take each student's developmental and academic needs into account.
2. Facilitate the implementation of our school improvement plan.
3. Prepare all students to be ready for college level work during their high school careers.
4. Support the goal of not exceeding the state class size cap except temporarily to accommodate a newly enrolled student or for the current school year with the approval of the SBDM Council.

PRIVACY RIGHTS

Information about students under the Rights to Privacy Act shall be held in confidence by the administration and staff during the student assignment process.

PARENTAL INPUT

A parent/guardian may not make specific teacher requests. However, parent/guardian input about their child is valued in this process, specifically their perspective of his/her *personality, learning style, previous school experiences, home life factors and/or specific qualities in a teacher that would benefit their child's learning*. This can be put in writing to the administration and will be considered when making placement decisions.

Input must be submitted in writing to the principal by May 1st. Written notification of this policy will be provided to parents by April 1st.

STUDENT ASSIGNMENT PROCEDURES

In May, the primary teachers will meet together to develop recommended class groupings for the next year using classroom observations of current students and any available data on pre-registered new students. Each grouping will include students performing at a variety of levels. Individual students will be placed to help each one make continuous progress.

In May, the principal (or designee) will consider those recommendations before making final assignments of current students and notifying parents with a target date of completion by the last day of school. The principal will assign students who enter the school after the recommendations and/or final assignments are complete.

POLICY EVALUATION

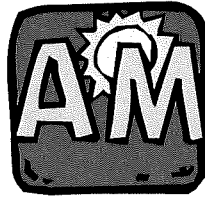
We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: March 13, 2019

Signature: Megan Morris

Date(s) Reviewed or Revised: April 15, 2020, September 9, 2020

GALLATIN COUNTY LOWER ELEMENTARY
SCHOOL DAY AND WEEK SCHEDULE POLICY



KRS160.345(2)(i)4

CRITERIA FOR DEVELOPING THE MASTER SCHEDULE

Our schedule will:

1. Give all students access to all classes, *avoiding conflicting schedules of specialized classes* and preventing any exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status.
2. Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
3. Promote efficiency and effectiveness, including protecting instructional time.
4. *Allow all teachers equitable planning and time to collaborate on a regular basis.*
5. Provide equitable access to effective teachers for all students, including opportunities for teachers to switch assignments to capitalize on in-depth knowledge of specific subjects.
6. Facilitate teacher opportunities to adjust the length of class periods when needed.
7. Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.
8. Respect the beginning and ending times of the school day and school calendar year as established by the Board of Education.

PROCESS FOR DEVELOPING THE MASTER SCHEDULE

Annually, the principal, with input from committee members and help if necessary from designees, will develop a master schedule for the school day that includes any identified or needed changes. The following procedures will be used:

1. Review student performance data, survey data (if available) from students, parents, and staff, and other input from staff on how well instructional time is being used and what changes (if any) are needed.

- Brainstorm current time barriers to implementing needed changes and meeting student needs and ways the schedule might be changed to remove those barriers.
 - Discuss advantages and disadvantages of various changes, focusing on the criteria listed in the first section of this policy.
2. Consider pertinent data from programs outside the regular classroom: Visual and Performing Arts (VPA), Practical Living & Career Studies (PLCS), Global Competency & World Language (GCWL), Primary (K-3), and Writing to determine changes needed or extra time needed in these areas.
 3. Based on the above work, those involved will consult with the principal and make recommendations concerning schedule changes for the coming school year no later than the end of February.
 4. By the 1st of April, the principal (and/or designees) will prepare a schedule for the coming school year including changes (if any) and notify the staff.
 5. No later than June 30th the principal will report as an FYI item to the council on the schedule for the coming year.

POLICY EVALUATION

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

Date Adopted: May 8, 2019

Chairperson Signature:

Date(s) Reviewed or Revised:

Megan Morris

GALLATIN COUNTY LOWER ELEMENTARY SCHOOL SPACE USE POLICY



KRS 160.345(2)(i)5

CRITERIA FOR ASSIGNING SCHOOL SPACE

The principal will assign the use of school space during the school day in a manner that will:

1. Take each student's developmental needs into account.
2. Facilitate the implementation of our school improvement plan.
3. Maximize staff opportunities for sharing resources, mentoring, and collaborating with teachers and students of similar grade levels, subject areas, or collaborative groups.
4. *Provide needed space to implement successful classes and programs.*

CLASSROOM SPACE ASSIGNMENTS

To assign classroom space, the principal will:

1. In March, invite all returning staff members to indicate their preference for continuing or changing classroom space assignments the next year.
2. In April, meet with any 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 classroom space based on the criteria in the first section of this policy and notify all staff members of their individual assignments.
4. In August, notify the council of how classroom space has been assigned.

ALTERING CLASSROOM SPACE ASSIGNMENTS

After assigning classroom space, the principal may alter those assignments:

1. When necessary to respond to unanticipated enrollment or staffing changes.
2. When the principal and 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 space use changes that cannot be put off until the next school year.

POLICY EVALUATION

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

Date Adopted: March 13, 2019

Signature: Megan Morris

Date(s) Reviewed or Revised: