

**Woodland Elementary School**  
**Regularly Scheduled SBDM Meeting**  
**July 26, 2023**

*Members Present:* Dawn Tarquinio, Barbara Cornett, Hannah Hobbs, Samantha Walker. *Members Absent:* Leeza George and Kimberly Khadoo. *Recording Secretary:* Ashley Brus. *Guests:* None.

Call to order at 5:01 p.m.

1. Opening Business

- a. Welcome new members and council member introductions- Mrs. Tarquinio welcomed all attendees to the July Monthly SBDM Meeting and introduced new members to the council.
- b. July Agenda Approval- A motion was made to approve the July agenda by *Barbara Cornett* and seconded by *Samantha Walker*. The council members agreed unanimously with the motion to approve the July agenda.
- c. June Regular Meeting Minutes- A motion was made by *Barbara Cornett* to approve the June Regular Meeting Minutes and seconded by *Samantha Walker*. The council members agreed unanimously with the motion to approve the June Regular Meeting Minutes.
- d. Good News Report - The school building is still under construction, however, the updates with our lighting and HVAC are very nice and efficient.
- e. Public Comment- None.
- f. Meeting Norms- KASC recommends that the council review norms at each meeting. Mrs. Tarquinio provided the council with examples for council norms. The council reviewed the district norms for board meetings. The council moved to adopt a set of meeting norms to be reviewed at the start of each council meeting.

2. Student Achievement Report/Data

- a. Measuring Student Achievement- At this point of the school year, there are no data reports to review; however, Mrs. Tarquinio provided to the council an electronic copy of the ISD Focus on Instruction. A copy of the original document was created to highlight Woodland's monthly instructional focus. After every diagnostic, ISD personnel will join our discussion so that they can be informed of the school wide achievement progress. Diagnostic data will also be discussed in grade level PLCs. Phonological awareness and

phonics skill mastery data will be discussed at grade level PLCs every other week. All achievement and growth data will be reported on the school's "Data Tracker." Mrs. Tarquinio shared with the council that the iReady reports show a student is on grade level when they are showing dark green with strips at the end of the school year. Data reports will also be able to be broken down into sub groups for further analysis.

- b. Providing Grade Appropriate Assignments- Mrs. Tarquinio shared that there needs to be a greater correlation between graded assignments and grade level standards. The opportunity gap is increasing when assignments are not aligned to the rigor and intention of the grade level standards.
- c. Benefiting from the Safety Survey- This is the survey that is included for students to complete at the beginning of the KSA state assessment. KASC states that we are still not allowed to incorporate these questions into our common assessments. We can address the concerns through our morning check ins with Close Gap (intermediate) and our colored cups (primary).

### 3. School Improvement Planning

- a. New Member Orientation to CSIP- the council members were provided the opportunity to review and ask questions about the CSIP.
- b. Monthly Review
  - i. **June** - 1st - ECTC contractual work days, PPA Budget due to finance; 5th-30th - Eagle Academy Summer program at North Park; 7th - HCS Job Fair; 12th - SBDM Annual Report due to CO; 26th - June SBDM Meeting
  - ii. **July** - 4th - District offices closed for 4th of July holiday; 6th-Admin meet with Discovery Ed; 10th-admin meet regarding NHHS feeder information; 17th-21st-4th/5th grade OG Morphology PD; 17th-Tarquinio at Thoughtful Ed PD; 21st - Principal Roundtable; 24th-25th-Admin Retreat; 28th-Foundational Numeracy PD with GRREC
  - iii. **August** - 1st-Active Shooter PD; 2nd-Magnetic Reading PD (3rd-5th); 3rd-Open House 5:30-7:00; 7th-Opening Day for staff; 9th-first day for students; 16th-September 1st-iReady Diagnostic window; 16th - Staff Meeting (Accelerated Reader PD); 23rd - Family Engagement results letter goes home; 25th - Emergency Sub Plans due; 28th-August SBDM Meeting 5:00; 29th - Parent Engagement Survey meeting

### 4. Budget Report

- a. June schedule of Balances- Mrs. Tarquinio provided the council with a copy of the June Monthly Schedule of Balances. A motion was made to approve the June Schedule of Balances by *Hannah Hobbs* and seconded by *Samantha Walker*. The council members agreed unanimously with the motion to approve the June Schedule of Balances.

## 5. Committee Reports

- a. June Accident Report- Mrs. Tarquinio provided the council with the June Accident report for review.
- b. Committee Charge Form- The council reviewed the Committee Charge Form. There were no questions or suggestions for revision, so the form remains appropriate.

## 6. Bylaw/Policy Review/Readings/Adoption

- a. Woodland Bylaws Introduction- Utilizing the old Woodland Bylaws document and a KASC guideline template, Mrs. Tarquinio shared with the council the document she has worked on to retype the bylaws. Mrs. Tarquinio proposed to the council that the bylaws be reviewed piece by piece at each regularly scheduled monthly meeting to ensure all members are involved with the recreation, marrying the KASC template and the original Woodland bylaw document. The council agreed and decided that section 1, 2, 3, and 4 of the bylaw recreation would be discussed at next month's regularly scheduled SBDM meeting.
- b. 2023 Legislative Changes and Policy Needs
  - i. Curriculum Responsibilities Policy- The council reviewed the Curriculum Responsibilities Policy. Mrs. Tarquinio provided the council members with the current Woodland version and the KASC template. Mrs. Walker shared that due to the new law, a K-5 human sexuality curriculum must be documented. Also, we must include specific curriculum document names. These suggestions will be sent to the action team for revision and will be brought back to the council.
  - ii. Discipline and Classroom Management Policy- The council reviewed the Discipline and Classroom Management Policy. A suggestion was made to update the school wide rules within the policy and add appropriate use of electronic devices. These suggestions will be sent to the action team for revision and will be brought back to the council. The action team will need to look at the district code of conduct to make sure it aligns which includes KRS 158.150 which states that the principal has the right to remove disruptive students with excessive behaviors to an alternate placement.

- iii. Emergency Plan Policy- The council reviewed the Emergency Plan Policy. The suggestion was made to include medical emergencies and the AED machines in the Emergency Management Plan. Additionally, the school nurse needs to be included in reviewing the Emergency Management Plan annually.
- c. 23-24 Student Handbook- The council discussed the wording to include the proposed items from Mrs. Tabb to include procedures for library cards, lost or damaged library books, and lost or damaged Chromebooks.

## 7. New Business

- a. Council Requirements (forms)- The council members were provided with the annually required forms for their signature.
- b. Other Council Work (training)- Samantha Walker, Dawn Tarquinio, Leeza George, and Kimberly Khadoo have completed their training and submitted their certificates. Barb Cornett and Hannah Hobbs are scheduled to complete their required training on September 18th.
- c. Special Meetings Email Letter- The council members were provided with and signed the form in which they gave permission to be notified of special called meetings via email.
- d. Hirings- Miranda Gowen has been hired as a 1st grade teacher and Julie Hoagland has moved from 5th grade to a 3rd grade special education position.
- e. Addressing the Council- The form for addressing the council is required with 24 hours in advance notice and includes the individual's name, their child's name and the topic they want to discuss. The council was asked if there were any other items that should be included. Additionally, the council meeting dates are posted on the school website and the meeting agenda will be posted on the school door 24 hours in advance.

## 8. Ongoing Learning

- a. Statewide Initiative- United We Learn- KDE and KBE continue prioritizing work on the vision for Kentucky which creates a more vibrant experience for every student, encourages innovation in schools and creates opportunities for collaboration with their communities. This initiative ties into ISD's Focus on Instruction.
- b. United We Learn - Assessment and Accountability- making sure we have a balance in assessment and accountability as our assessments need to be based on more than just the end of the unit exam for skill mastery.

- c. United We Learn - Vibrant Learning Experiences- about getting the community involved. We are utilizing our 21st Century Program to address this and look forward to rejuvenating our partnership with the Kiwanis Club
  - d. Robert's Rules- The council reviewed the procedures stated within Robert's Rule. When a motion is made, it must be seconded and then confirmed agreement from the council members as a whole.
9. Upcoming Deadlines
- a. July 31 - training deadline for new council members whose terms begin July 1
10. Adjournment- A motion was made by *Barbara Cornett* to adjourn the meeting and seconded by *Hannah Hobbs*. The meeting was adjourned at 6:22 p.m.