

**Gallatin County Upper Elementary**

SBDM Meeting Minutes

June 13, 2023, 3:15pm

GCUE/GCMS Media Center

**Members Present:** Brooke Foster, Sherri Ferguson, Nikki Booher, Amanda New  
**Absent:** Myra Newman

**Opening Business:**

Mrs. New called the meeting to order at 3:34 pm on June 13, 2023. Council members read and reviewed the agenda.

Sherri Ferguson made the motion to approve the agenda as read, Nikki Booher seconded the motion.

May 9, 2023 meeting minutes were reviewed and approved. Brooke Foster made the motion to approve; Sherri Ferguson seconded the motion.

**Good News Report:**

Some items that were shared and discussed: end of year awards, picnics, student celebrations and behavior incentives, Best Day Ever, KSA (Kentucky Summative Assessment) went well, GCUE Scrimmages that were conducted over the course of the year were helpful, ELA Curriculum Work, SEL (Social Emotional Learning) Engagement Strategies with OVEC, Mrs. New's Grill-Out, ESL Camp in June.

**Budget:**

Nikki Booher made the motion to approve the UE SBDM May 2023 Budget as read.

Brooke Foster seconded the motion to approve.

Sherri Ferguson made a motion to approve the UE Activity Funds May 2023 Budget as read; Brooke Foster seconded the motion.

**Bylaws/Policies:**

Council discussed GCUE Curriculum & Writing Policy #111. The former policy was reviewed and an updated policy was also read and discussed.

**New Business:**

Mrs. New updated council on current vacancies; we need 4 more certified teachers at this time. There are currently no applicants.

**Adjournment:** Nikki Booher made the motion to adjourn; Brooke Foster seconded the motion. Meeting was adjourned at 4:03 pm.



**Gallatin County Upper Elementary**  
**SBDM Meeting Schedule**  
**2022-2023**

Each meeting will take place in the GCUE/GCMS Library at 3:15pm.

Tuesday, August 23, 2022

Tuesday, September 21, 2022

Tuesday, October 11, 2022

Tuesday, November 8, 2022

Tuesday, December 13, 2022

Tuesday, January 10, 2022

Tuesday, February 14, 2022

Tuesday, March 14, 2022

Tuesday, April 11, 2022

Tuesday, May 9, 2022

Tuesday, June 13, 2022



**158.183 Prohibited acts by students -- Rights of student -- Duties of local board of education -- Administrative remedies.**

- (1) Consistent with the Constitutions of the United States of America and the Commonwealth of Kentucky, a student shall have the right to carry out an activity described in any of paragraphs (a) to (j) of subsection (2) of this section, if the student does not:
  - (a) Infringe on the rights of the school to:
    1. Maintain order and discipline;
    2. Prevent disruption of the educational process; and
    3. Determine educational curriculum and assignments;
  - (b) Harass other persons or coerce other persons to participate in the activity; or
  - (c) Otherwise infringe on the rights of other persons.
- (2) Consistent with the Constitutions of the United States of America and the Commonwealth of Kentucky, and subject to the provisions of subsection (1) of this section, a student shall be permitted to voluntarily:
  - (a) Pray or engage in religious activities in a public school, vocally or silently, alone or with other students to the same extent and under the same circumstances as a student is permitted to vocally or silently reflect, meditate, speak on, or engage in nonreligious matters alone or with other students in the public school;
  - (b) Express religious or political viewpoints in a public school to the same extent and under the same circumstances as a student is permitted to express viewpoints on nonreligious or nonpolitical topics or subjects in the school;
  - (c) Express religious or political viewpoints in classroom, homework, artwork, and other written and oral assignments free from discrimination or penalty based on the religious or political content of the submissions;
  - (d) Speak to and attempt to discuss religious or political viewpoints with other students in a public school to the same extent and under the same circumstances as a student is permitted to speak to and attempt to share nonreligious or nonpolitical viewpoints with other students. However, any student may demand that this speech or these attempts to share religious or political viewpoints not be directed at him or her;
  - (e) Distribute religious or political literature in a public school, subject to reasonable time, place, and manner restrictions to the same extent and under the same circumstances as a student is permitted to distribute literature on nonreligious or nonpolitical topics or subjects in the school;
  - (f) Display religious messages on items of clothing to the same extent that a student is permitted to display nonreligious messages on items of clothing;

- (g) Access public secondary school facilities during noninstructional time as a member of a religious student organization for activities that may include prayer, Bible reading, or other worship exercises to the same extent that members of nonreligious student organizations are permitted access during noninstructional time;
  - (h) Use school media, including the public address system, the school newspaper, and school bulletin boards, to announce student religious meetings to the same extent that a student is permitted to use school media to announce student nonreligious meetings;
  - (i) Meet as a member of a religious student group during noninstructional time in the school day to the same extent that members of nonreligious student groups are permitted to meet, including before and after the school day; and
  - (j) Be absent, in accordance with attendance policy, from a public school to observe religious holidays and participate in other religious practices to the same extent and under the same circumstances as a student is permitted to be absent from a public school for nonreligious purposes.
- (3) Consistent with its obligations to respect the rights secured by the Constitutions of the United States of America and the Commonwealth of Kentucky, a local board of education shall ensure that:
- (a) 1. The selection of students to speak at official events is made without regard to the religious or political viewpoint of the student speaker; 2. The prepared remarks of the student are not altered before delivery, except in a viewpoint-neutral manner, unless requested by the student. However, student speakers shall not engage in speech that is obscene, vulgar, offensively lewd, or indecent; and
  - 3. If the content of the student's speech is such that a reasonable observer may perceive affirmative school sponsorship or endorsement of the student speaker's religious or political viewpoint, the school shall communicate, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the school;
  - (b) Religious and political organizations are allowed equal access to public forums on the same basis as nonreligious and nonpolitical organizations; and
  - (c) No recognized religious or political student organization is hindered or discriminated against in the ordering of its internal affairs, selection of leaders and members, defining of doctrines and principles, and resolving of organizational disputes in the furtherance of its mission, or in its determination that only persons committed to its mission should conduct these activities.
- (4) Consistent with its obligations to respect the rights secured by the Constitutions

of the United States of America and the Commonwealth of Kentucky, a local board of education shall permit public schools in the district to sponsor artistic or theatrical programs that advance students' knowledge of society's cultural and religious heritage, as well as provide opportunities for students to study and perform a wide range of music, literature, poetry, and drama.

- (5) No action may be maintained under KRS 158.181 to 158.187 unless the student has exhausted the following administrative remedies;
- (a) The student or the student's parent or guardian shall state his or her complaint to the school's principal. The principal shall investigate and take appropriate action to ensure the rights of the student are resolved within seven (7) days of the date of the complaint;
  - (b) If the concerns are not resolved, then the student or the student's parent or guardian shall make a complaint in writing to the superintendent with the specific facts of the alleged violation;
  - (c) The superintendent shall investigate and take appropriate action to ensure that the rights of the student are resolved within thirty (30) days of the date of the written complaint; and
  - (d) Only after the superintendent's investigation and action may a student or the student's parent or legal guardian pursue any other legal action.

**Effective:** June 29, 2017

**History:** Amended 2017 Ky. Acts ch. 15, sec. 1, effective June 29, 2017. --  
Created 1998 Ky. Acts ch. 294, sec. 3, effective July 15, 1998.





**158.195 Display of national motto in public elementary and secondary schools --  
Reading and posting in public schools of texts and documents on American  
history and heritage.**

(1) (a) Beginning in the 2019-2020 school year, local boards shall require each public elementary and secondary school to display the national motto of the United States, "In God We Trust," in a prominent location in the school.

(b) The display required in paragraph (a) of this subsection may take the form of but is not limited to a mounted plaque or student artwork.

(c) For purposes of this section, "prominent location" means a school entryway, cafeteria, or common area where students are likely to see the national motto. (2) Local boards may allow any teacher or administrator in a public school district of the Commonwealth to read or post in a public school building, classroom, or event any excerpts or portions of: the national motto; the national anthem; the pledge of allegiance; the preamble to the Kentucky Constitution; the Declaration of Independence; the Mayflower Compact; the writings, speeches, documents, and proclamations of the founding fathers and presidents of the United States; United States Supreme Court decisions; and acts of the United States Congress including the published text of the Congressional Record. There shall be no content-based censorship of American history or heritage in the Commonwealth based on religious references in these writings, documents, and records.

**Effective:** June 27, 2019

**History:** Amended 2019 Ky. Acts ch. 82, sec. 1, effective June 27, 2019. -- Created 1992 Ky. Acts ch. 170, sec. 4, effective July 14, 1992.



*Gallatin County Upper Elementary School Emergency Management Plan Policy*

[KRS 160.345 (2) (i) 9; KRS 158.162]

**Purpose:**

The Adoption of an Emergency Management Plan (EMP) Policy of Gallatin County Upper Elementary School ensures that students and school staff are provided a safe and secure learning environment.

**Procedures:**

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to document efforts to prevent, mitigate, prepare for, respond to, and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations.

The plan will include, but not be limited to the following:

- Establishment of primary and secondary evacuation routes, which shall be posted in each room by each doorway used for evacuation;
- Identification of severe weather safe zones which shall be posted in each room;
- Procedures for students to follow in an earthquake, fire, and severe weather;
- Procedures for lockdown of the building and campus; local law enforcement shall be invited to assist in establishing lockdown procedures.
- Development and adherence to access control measures for each school building, which may include (but not be limited to):
  - Controlling outside access to exterior doors during the day
  - Controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system
  - Controlling access to individual classrooms
  - Requiring classrooms to be equipped with hardware that allows the door to be locked from the outside, but opened from the inside
  - Requiring classroom doors to remain closed and locked during instructional time
  - requiring classroom doors with windows be equipped with material to cover the window during a lockdown
  - Requiring all visitors to report to the main office of the school with valid identification and state the purpose of the visit check-in with identification and purpose provided,
  - providing a visitor's badge to be visibly displayed on a visitor's outer garment

**Distribution of EMP:**

Following adoption and after any revisions, the EMP and diagrams of the facilities shall be provided to local first responders.

Annually, the principal is responsible for working with the school district to ensure that local first responders have a current diagram of the school that notes primary and secondary evacuation routes, the severe weather safe zones, and the exterior and front entrance access points. Documentation of this distribution to first responders will be reported to the school council, maintained in the principal's office, and a copy sent to the district office..

*Due to the need to maintain student and staff safety and security, the EMP and diagram of the facility does not have to be and shall not be disclosed in response to any Open Records request per the Kentucky Open Records Law.*

**Training and Drills:**

*Prior to the first instructional day of school*, the principal, or designee, shall discuss the EMP with all school staff.

Staff members will receive an outline of the plan, which includes their responsibilities during emergency situations. Documentation of completion will be in accordance with any district procedures and may include the time and dates of the discussion as well as staff member signatures.

Documentation will be kept on file at the school with a copy sent to the district office according to district policy.

The principal shall conduct emergency response drills, including the minimum below, within the first thirty (30) instructional days of each school AND during the month of January:

- one (1) severe weather drill
- one (1) earthquake drill
- one (1) building lockdown drill
- one (1) fire drill -Fire drills will be conducted in accordance with administrative regulations of the Department of Housing, Buildings, and Construction.

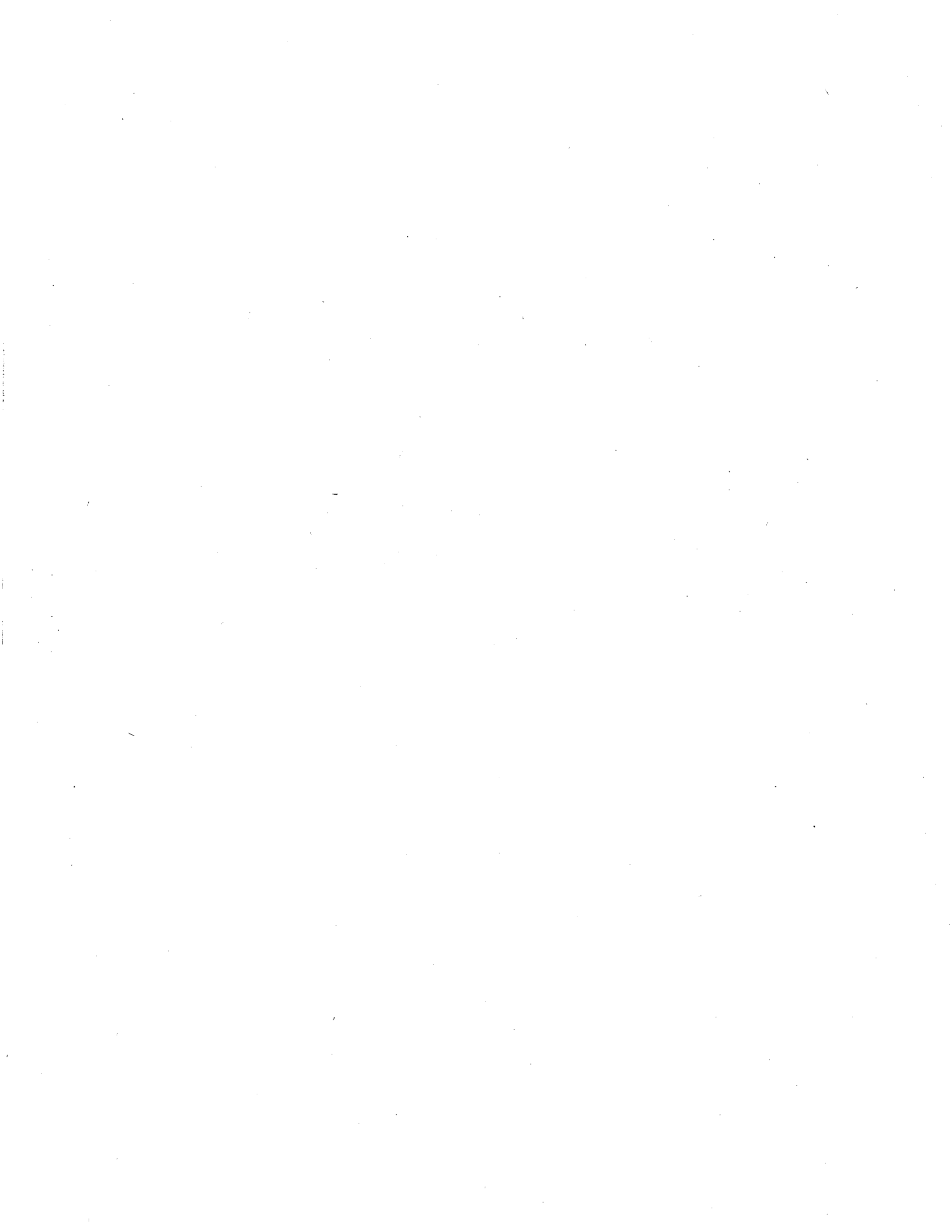
Whenever possible, first responders shall be given notice of possible drills and invited to observe.

The principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed.

Additional access control methods that may be used at GCUE:

- All exterior doors must remain locked and shut at all times.
- All interior doors must remain locked and shut at all times.
- All visitors must use the “buzzer” and be recognized prior to gaining access to the school.
- The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day are students allowed to monitor the front entrance, lobby, or office area.
- Upon leaving, all visitors must report back to the front office.
- The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
- Doors must remain closed during instruction time.





***Gallatin County Upper Elementary School***  
***Staff Time Policy***  
[KRS 160.345 (2)(i)2]

**Purpose:**

The Staff Time Policy of Gallatin County Upper Elementary School ensures that the amount of instructional time (number of classes taught, professional learning community time) and non-instructional time (dismissal supervision, hallway supervision) for the certified and classified instructional staff is equitable and provides maximum learning time for all students.

**Procedures:**

The Principal shall assign staff member's instructional and non-instructional time in a manner that:

- Fully supports the implementation of the student assignment policy and the school schedule policy.
- Allows flexibility to switch teaching assignments in order to teach in an area of expertise as needed, to assist beginning teachers or work with colleagues on interdisciplinary units.
- Allows flexibility to switch teaching assignments on an annual basis.
- Allows staff members the opportunity to meet with teams of teachers on a regular basis to examine student work, assess student work and plan units and performance tasks with other professionals.
- Provides each teacher with a duty free lunch.

As it pertains to teacher assignments the principal shall:

- By April 1st, invite all staff members to indicate their preference for continuing or changing assignments for the next school year.
- By the end of the school year notify all staff members of their tentative assignment for the next school year.
- Notify the council of how staff members were assigned at a regular council meeting after the assignments are made.
- Update the council of any changes in how teachers have been assigned for the school year as the year progresses.
- Assignment of staff members returning from leave shall be the responsibility of the principal.

As it pertains to instructional time:

- Each certified teacher shall maintain a daily classroom schedule that demonstrates at least 80% of the instructional day shall be focused on the instructional core that includes English/Language Arts, Science, Mathematics, and Social Studies.
- Non-instructional time for students shall be kept to a minimum. (restroom breaks, course transitions, etc.)
- Each certified classroom teacher is responsible for developing a classroom schedule; the principal is responsible for ensuring that the schedules are implemented within the classroom.
- The principal is responsible for determining schedules for instructional assistants. All instructional assistants shall spend at least 90% of their work day on instructional duties (working with students).
- Each certified special education teacher shall maintain a daily classroom collaboration schedule with pull-out services, which are specified by a student's individual education plan. (IEP)
- School counselors, speech-language therapists, and school psychologists shall maintain schedules outside the parameters of this policy and within the guidelines of their specific job duties.

As it pertains to altering assignments the principal shall:

- Respond to unanticipated enrollment changes.
- Respond to unanticipated staff changes.
- Adjust to accommodate what is best for the students.

**Evaluation:**

Annually, the principal shall report to the school council a summary of the use of staff time. This report can include, but is not limited to, the percent of time spent on core academics, the collaboration schedule, the school counseling schedule, and how it fits into the school improvement plan goals and the determination, based on needs, for the instructional assistant's schedule. The principal shall not refer to teacher/staff personnel by name during the reviews.

Date Adopted:	<u>February 13, 2001</u>	Chairperson: <u>Deborah Brown</u>
Date Abolished:	<u></u>	
Date Reviewed/Revised:	<u>September 29, 2021</u>	Chairperson: <u>Amanda New</u>
Date Reviewed/Revised:	<u>September 13, 2022</u>	Chairperson: <u>Amanda New</u>
Date Reviewed/Revised:	<u></u>	Chairperson: <u>Amanda New</u>



***Gallatin County Upper Elementary School***  
***Schedule of the Day Policy***  
 [KRS 160.345 (2)(1)4]

**Purpose:**

The Schedule of the Day Policy of Gallatin County Upper Elementary School ensures that all students are provided equitable access to all components of the school's curriculum within the master class schedule and aligns with the school and districts mission and vision statements.

Scheduling shall mean the development of the master plan for using time within the school day. The master plan will be set by the Gallatin County Board of Education who shall determine the beginning and ending times of the school day and school calendar year.

An ad hoc committee may be responsible for developing daily and/or weekly schedules to determine times for activities and other schedules. The scheduling committee shall submit any schedules to the council for approval as needed.

Adjustments to the schedule may be made as needed by the principal.

**Protection of Instructional Time:**

Teachers shall begin each day on time and engage students throughout the duration of the instructional time. All school wide announcements, except emergencies, shall be done during morning and afternoon announcements.

**Common Planning and Professional Learning Time:**

Teachers shall be given a period each day for planning, preparation, and professional learning.

**Evaluation:**

The principal shall develop a Master Schedule prior to the first instructional day of school. The principal will present this schedule to the council for approval.

School council shall review student achievement data and will adjust the Schedule of the Day and Week to meet the priority needs of students.

Date Adopted:	February 13, 2001	Chairperson: <u>Deborah Brown</u>
Date Abolished:		
Date Reviewed/Revised:	September 29, 2021	Chairperson: <u>Amanda New</u>
Date Reviewed/Revised:	September 13, 2022	Chairperson: <u>Amanda New</u>







***Gallatin County Upper Elementary School  
Consultation of Hiring- Personnel and Principal***  
[KRS 160.345 (2)(1)11]

**Purpose:**

The Consultation Policy of Gallatin County Upper Elementary School ensures that the selection of instructional staff are highly effective, qualified, and meet the needs of the student population. Instructional staff including, but not limited to teachers, media specialists, instructional assistants (paraeducators), instructional coaches, principals, etc. who are culturally competent and able to reach every student.

**Definitions:**

For the purpose of this policy, GCUE defines *vacancy* as any of the following: a position that did not previously exist, but which can now be funded, a position previously held by an employee who has retired or resigned; or a position held by an employee who has indicated in writing that they will retire or resign at the conclusion of the current school year.

For the purpose of this policy, GCUE defines qualified *teacher* as a teacher who has completed an Educator Preparation Program approved by the Educational Professional Standards Board (EPSB); holds full Kentucky certification or statement of eligibility; and demonstrates competency in each subject taught.

GCUE defines a qualified *principal* as the instructional leader of the school who has at least three years of teaching experience and who holds the proper certification and credentials.

A *paraeducator* is defined as an instructional assistant who has completed at least two (2) years of study at an institution of higher education; obtained an associate's (or higher) degree; or has met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment – knowledge of, and the ability to assist in instructing, reading, writing and mathematics; or knowledge of, and the ability to assist in, instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

*Non-instructional staff* is defined as staff who offer other non-instructional related services; however, their services greatly improve the experiences of all students and their families at the school in general. Non-instructional staff includes but is not limited to the following: custodial staff, food services and nutrition staff, clerical workers, and athletic and extracurricular personnel.

**Consultation**

Consultation shall be defined as the discussion with the principal and the SBDM council members on the status of applicants interviewed.

The principal shall make the final selection of a qualified applicant to fill the vacancy and shall report this selection to the superintendent who will complete the hiring process.

For each vacancy that occurs at our school (\*except principal), an ad hoc Interview Committee

will be formed. This committee's membership will include the principal, and at least one certified staff member who will work directly with the potential employee. It is desirable to include at least one parent on the Interview Committee.

Council members other than the principal may or may not be on the committee.

The principal will chair the Interview Committee.

**Procedures:**

- The principal shall review all applications and references and will appoint an interview committee to participate in interviewing qualified applicants and provide feedback about possible choices for the vacant position.
- ***Interview Committee Membership:*** The principal may invite council members to participate in the interview process. The principal may also appoint staff members from the grade level/department where there is a vacancy, as well as other selected members (as needed and/or necessary) to serve on the Interview Committee.
- ***Attendance at Interview Committee Meetings:*** If any member or members of the Interview Committee cannot attend the interview sessions, the members of the Interview Committee who are present may proceed to interview the applicants and make recommendations to the principal.
- All candidates interviewed will be asked the developed questions in the same order.
- ***Feedback from the Interview Committee:*** After all interviews are complete, the Interview Committee will meet in closed session to discuss how well each applicant meets criteria, offer comments on the contributions each applicant could make, and provide any additional input requested by the principal.
- The principal shall convene a meeting with the council to convey the committee's recommendations and for the purpose of consultation. Consultation will occur in closed session.
- The principal shall make the final selection of a qualified applicant to fill the vacancy and shall report this selection to the superintendent who will complete the hiring process.
- The principal shall notify the applicant that was selected for the position and shall notify applicants that were not selected for the position.
- At the next regular or special called SBDM meeting, the principal will inform the school council as to the candidate they selected.

**Consultation with the Council:**

If a quorum of members of the school council is not available for the purpose of conducting consultation in the filling of a vacancy during a special called meeting for the purpose of consultation, the principal shall:

- conduct consultation with the council members who are available in person; or
- may declare an emergency and conduct the required consultation with the members present so that the hiring process can continue.

In the event that a meeting (in person) cannot occur, consultation can be done over the telephone.

The timeline may also be amended with school council approval in order to fill a vacancy during

times where continuation of instructional services may be affected and a waiver of the 30 day posting may be requested from the Kentucky Department of Education.

**Emergency Situation:**

In any case where an emergency is declared, interviews and selection of certified employees may be completed by the principal without the input from an interview committee. The principal (or superintendent when filling a principal vacancy) must conduct consultation with council members who can attend.

Emergency shall be defined as the need to employ a person at a time when ad hoc interview committee members or faculty members are not available to assist with the interviewing of candidates or when the commitment to a candidate is needed in order to ensure employment of an applicant/candidate.

The principal (or superintendent when filling a principal vacancy) shall make a good faith effort to get input into the employment of certified school employees.

**Principal Selection Procedures:**

The school council must be consulted by the superintendent prior to filling a principal vacancy that occurs at the school. Once the vacancy has been posted publicly, the superintendent must include on the agenda of the next regular or special called meeting, the following agenda topic: "Consultation with the school council for the principal vacancy".

The superintendent and school council must meet the following timeline for filling the principal vacancy:

- Prior to consultation with the school council, each member must sign a nondisclosure agreement forbidding the disclosure of information shared and discussions held during consultation.
- Once a principal vacancy is determined, the superintendent, along with at least one parent member and at least one teacher member chosen by the school council, must serve as an ad hoc interview committee. The ad hoc interview committee must meet in an open meeting within one week of selection to develop a set of criteria for a strong principal candidate and a list of interview questions to be asked of each applicant. At the Effective July 14, 2022 3 discretion of the superintendent, additional members may be asked to participate on the committee.
- Once the vacancy has completed the 15-day posting requirement, the ad hoc committee must reconvene and review applications and supporting materials for each applicant and make a final selection of candidates who exhibit the characteristics of a strong candidate. Any applicant that does not meet the criteria will not be considered for an interview. An interview schedule must be developed by the ad hoc committee so that all committee members are present for each interview. The superintendent or designee must contact the candidates and schedule the interviews.
- During the interviews, each candidate will be asked the developed questions in the same order. Follow-up questions may be asked in response to applicant answers/statements during the interview.

