

**Woodland Elementary School**  
**Regularly Scheduled SBDM Meeting**  
**March 25, 2024**

*Members Present:* Dawn Tarquinio, Barbara Cornett, Samantha Walker, Hannah Hobbs, and Aaliyah Dice.

*Members Absent:* Mariyam Lewis. *Recording Secretary:* Ashley Brus. *Guests:* Stacy Brawner.

Call to order at 5:01 p.m.

1. Opening Business

- a. March Agenda Approval- A motion was made to approve the March agenda by *Barbara Cornett* and seconded by *Samantha Walker*. The council members agreed unanimously with the motion to approve the March agenda.
- b. February Regular Meeting Minutes- A motion was made by *Hannah Hobbs* to approve the February Regular Meeting Minutes and seconded by *Samantha Walker*. The council members agreed unanimously with the motion to approve the February Regular Meeting Minutes.
- c. Good News Report - Shout out to our 21st Century program as they will be hosting a parent skill building event regarding cooking on a budget. Spring break is around the corner. Mrs. Walker shared that we have had multiple companies sponsor us to purchase testing t-shirts for our students.
- d. Public Comment- None.
- e. Meeting Norms- The council members reviewed the adopted set of meeting norms.

2. Student Achievement Report/Data

- a. On grade-level standards- Review of common assessment data to see how our students are doing with regard to grade level standards. These conversations will occur in grade level PLCs. We will be working with our resources to create a crosswalk between the Kentucky standards and iReady.
- b. Student Achievement Report - DataTracker: the council was provided with the data tracker. Now that the 3rd quarter has closed, the data is up to date. The council reviewed the PA and phonics data. Growth was noted, however, more growth to mastery is desired at this point in the school year. More opportunities need to be purposefully planned for continuous assessment and taking target skills back to text. In the area of fluency, 1st grade had a small decline in the percentage of mastery. 2nd grade had a

slight increase. 3rd grade stayed even. 4th grade had a large increase. 5th grade had a large decline. Schoolwide, many teachers have embraced Accelerated Reader and are providing more opportunities for students to read books and take the corresponding quizzes. Fast fact data will be reported in the spring.

- c. Climate and Safety Surveys- the council reviewed and discussed the data in the last couple of regular monthly meetings. Suggestions for further disaggregation of the data was provided. An action team will be tasked with discussing and determining the following: What additional feedback do we need from our students and how are we going to get it? Does the Climate and Safety Survey provide this information and if not... Mrs. Walker shared that as a classroom teacher, she would address the areas of concern with her students in her morning meetings.

### 3. School Improvement Planning

#### a. Monthly Review

- i. **February** - 1st-K-Kids meeting; 2nd-District OG walk throughs; 3rd-District Academic Team Competition; 5th-9th-Wellness Week; 5th-Science GT Testing; 8th-Third Quarter mid-term ends; 12th-16th-RACE Samples collected by ISD; 12th-PBIS Meeting; 14th-Family Resource Youth Service Center Appreciation Day; 15th-3rd Qtr Progress Reports go home, School Resource Officer Appreciation Day; 16th-Professional Learning Day; 20-21st-Dental Screenings; 20th-Foundational Numeracy Team PD; 20th-Senate Bill 9 Monthly Discussions with 1st, 2nd 3rd; 21st-Action Teams Meeting; 22nd - HCS Board Meeting (WES hosting lunch meeting); 23rd-February Birthday Celebration; 26th-February SBDM Meeting; 28th-Common Assessment (3rd, 4th, 5th), Soar Awards
- ii. **March** - 1st WWOFF Breakfast; 4th-8th Read Across America Week; 5th Beta Club Meeting; 6th Required Staff Meeting; 7th K-Kids Meeting; 11th Fourth Grade Field Trip to Frankfort, Dental Screenings; 12th Fifth Grade to Bluegrass Middle School; 13th Fluency, PA, Phonics Data due, Optional Staff Support Meeting; 14th Third Quarter ends; 15th Woodland Spelling Bee; 19th Grades due in IC, Beta Club Meeting; 20th Action Teams meeting; 22nd 21st CCLC Advisory Council meeting, 3rd quarter report cards go home; 25th March SBDM Meeting; 26th Assistant Principal Appreciation Day; 27th ParaEducator Appreciation Day, Common Assessments (2 hour alternate schedule), Soar Awards; 28th School Librarian AppreciationDay, Spring Group and individual pictures; 29th School PD Plans due to CO, 2nd Grade Field Trip to KY Science Center, 3rd Quarter awards
- iii. **April** - 1st-5th - Spring Break; 8th - School dismissed; 9th - Beta Club meeting; 10th - ParaEducator KSA training; 11th - Kids meeting; 12th - Fourth quarter

mid-term ends; 15th - April PBIS meeting; 16th - mid-term grades posted in IC; 17th - required staff meeting; 18th - first grade field trip; 22nd-5/17 - Spring iReady window; 23rd - Beta Club meeting; 24th - Common Assessment, Soar Awards; 25th - Book fair family night; 26th - April birthday celebration, April WWOF breakfast, HCS Fitness Meet; 29th - April SBDM Meeting;

#### 4. Budget Report

- a. February Schedule of Balances- Mrs. Tarquinio provided the council with a copy of the February Monthly Schedule of Balances. A motion was made to approve the February Schedule of Balances by *Samantha Walker* and seconded by *Hannah Hobbs*. The council members agreed unanimously with the motion to approve the February Schedule of Balances.
- b. Draft of 24-25 Budget- The council reviewed and compared last year's budget versus this year's proposals. The district is allocating \$110 per student this year which is down \$5 per student. Projected enrollment is 548 students. There is a concern that we may not be able to provide school supplies for our students next year. Suggestions for addressing this included asking for donations and providing information to our families regarding community resources that offer school supply support. A proposal was made to allocate a limited amount of funds for a basic supply set for those families who are in need. Additional areas discussed included, allocations for classroom funds, field trips, computer lab resources, technology related purchases, Toshiba Lease, building maintenance/custodial, postage, document shredding, incentives/celebrations, testing supplies, board printing, dues, laminating, and office supplies. Budgets will continue to be reviewed by the council at next month's regularly scheduled monthly meeting.
- c. 24-25 Staffing Allocation Plan- The council reviewed the Woodland 24-25 Staffing Allocations. Mrs. Tarquinio signed off on the allocation plan and will scan it to be submitted to Mr. Lawson.

#### 5. Committee Reports

- a. February Accident Report- The council was provided with and reviewed the February Accident Report.
- b. PBIS Committee- The council was provided with and reviewed the March PBIS Meeting Minutes. Highlighted topics included an instructional focus on addressing impulse control (utilizing calming corners and resources provided by behavior interventionist), ensuring CHAMPS is being used, rewarding positive behaviors, trading cards are to be given when students clip off, refer to student progress monitoring charts as goal trackers, and being cognizant of down time (unstructured) when behaviors increase.

- c. Action Teams Reports
  - i. Assessment of Students and Programs Action Team
    - 1. Instructional Practices Policy- tabled until the next regularly scheduled monthly SBDM meeting.
    - 2. Climate and Safety Survey questions- tabled until the next regularly scheduled monthly SBDM meeting.
  - ii. Budget Action Team
    - 1. Consultation Policy- see below.
  - iii. Culture and Wellness Action Team
    - 1. Discipline Classroom Management and School Safety Policy- tabled until the next regularly scheduled monthly SBDM meeting.
  - iv. Curriculum Instruction and Technology Action Team
    - 1. Improving frequency and quality of student discourse- tabled until the next regularly scheduled monthly SBDM meeting.
  - v. Planning and Professional Learning Action Team
    - 1. 24-25 PD Planning Policy- tabled until the next regularly scheduled monthly SBDM meeting.
- 6. Bylaw/Policy Review/Readings/Adoption
  - a. Consultation (with the principal on school staff)- the council reviewed the Consultation Policy. The greatest concern was getting a parent member to sit in on interviews. This needs to be part of our standard operating procedures. It was noted that the required date of March 31st will need to be removed. The council did not have any other questions or suggestions for revision.
  - b. Principal Selection Consultation- the council reviewed the Principal Selection Consultation Policy. The council did not have any other questions or suggestions for revision.

- c. Instructional and Non-Instructional Staff Time Assignment Policy- the assigned action team worked on reviewing and revising the Instructional and Non-Instructional Staff Time Assignment Policy in March.

7. New Business

- a. New member training- Ms. Dice has completed her council member training.
- b. Woodland 24-25 PD Plan (due to district on March)- the council reviewed the proposed Woodland 24-25 PD Plan. Two focus topics asked for by staff were trauma informed care and classroom management. A motion was made to approve the Woodland 24-25 PD Plan by *Hannah Hobbs* and seconded by *Aaliyah Dice*. The council members agreed unanimously with the motion to approve the Woodland 24-25 PD Plan.

8. Ongoing Learning

- a. Portrait of a Learner - the current focus is on the Empowered Learner.
- b. Career and Technical Education matters for everyone- information from KASC.
- c. Social Emotional Learning (SEL)- will be a continued focus.

9. Upcoming Deadlines

- a. Professional Development Plan for Schools - May 1
- b. Elections- PTO is able to assist with running these.

10. Adjournment- A motion was made by *Barbara Cornett* to adjourn the meeting and seconded by *Aaliyah Dice*. The meeting was adjourned at 6:45 p.m.