

**Woodland Elementary School**  
**Regularly Scheduled SBDM Meeting**  
**April 29, 2024**

*Members Present:* Dawn Tarquinio, Barbara Cornett, Samantha Walker, and Hannah Hobbs. *Members Absent:* Aaliyah Dice and Mariyam Lewis. *Recording Secretary:* Ashley Brus. *Guests:* None.

Call to order at 5:08 p.m.

1. Opening Business

- a. April Agenda Approval- A motion was made to approve the April agenda by *Samantha Walker* and seconded by *Barbara Cornett*. The council members agreed unanimously with the motion to approve the April agenda.
- b. March Regular Meeting Minutes- A motion was made by *Barbara Cornett* to approve the March Regular Meeting Minutes and seconded by *Hannah Hobbs*. The council members agreed unanimously with the motion to approve the March Regular Meeting Minutes.
- c. Good News Report- iReady spring diagnostics have started and we are seeing some wonderful growth. The Escape Room Parent Night was well attended with over 150 visitors.
- d. Public Comment- None.
- e. Meeting Norms- The council members reviewed the adopted set of meeting norms.

2. Student Achievement Report/Data

- a. Student Achievement Report- Mrs. Tarquinio provided the council with the electronic data tracker and reported that at this time, there is no new data to share; however, we will have data to share at the May regularly scheduled monthly SBDM council meeting.

3. School Improvement Planning

- a. Monthly Review
  - i. **March** - 1st WWOOF 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 Appreciation Day, Spring Group and individual pictures; 29th School PD Plans due to CO, 2nd Grade Field Trip to KY Science Center, 3rd Quarter awards

- ii. **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
- iii. **May** - 2nd-first grade field trip, K-Kids meeting; 3rd-no school; 6th-KSA starts; 7th-Beta Club meeting; 10th-21st CCLC Advisory Council meeting; 13th-May PBIS meeting; 15th-fourth grade field trip, NHHS grad walk; 16th-fast facts data due, 5th grade rewards trip to Sportsplex; 17th-May/June bday celebration; 20th-Grades posted in IC, May SBDM meeting; 21st-no school; 22nd-Career day; 23rd-field day, Fluency/PA/Phonics data due; 24th-last day for students, Awards Day, SBDM Parent Elections; 27th-HCS offices closed; 28th-30th-contractual work days; 30th - SBDM Teacher Election; 31st-closing day for staff

- b. Professional Learning- the registration window for professional development has opened for staff to sign up for the 24-25 school year.

#### 4. Budget Report

- a. March Schedule of Balances- Mrs. Tarquinio provided the council with a copy of the March Monthly Schedule of Balances. A motion was made to approve the March Schedule of Balances by *Hannah Hobbs* and seconded by *Samantha Walker*. The council members agreed unanimously with the motion to approve the March Schedule of Balances.
- b. Development of 24-25 Budget- The council was provided with the draft PPA budget for the 24-25 school year to review and discuss. Mrs. Tarquinio shared with the council the concern for the amount of money that has been spent on classroom printers as a result of the amount of copies that are being made on them. Mrs. Hobbs shared that she is making a lot of copies of necessary documents which may be justification for the number of copies. It was proposed to leave the amount for printers at \$150 with an increase in allotted copies per month. This can also be a standing agenda item for

discussion weekly at PLC meetings. We need to plan for the adoption of a new instructional program which will need to be accounted for in the budget. Mrs. Tarquinio proposed discontinuing the budgeted amount for providing school supplies to ensure money is allotted for this upcoming expense. Adjustments were made to various budgeted items based on current usage and future planning. A motion was made to approve the 24-25 PPA Budget by *Barbara Cornett* and seconded by *Samantha Walker*. The council members agreed unanimously with the motion to approve the 24-25 PPA Budget.

- c. Development of 24-25 Staffing Allocation Plan- The council reviewed the projected enrollment for the 24-25 school year which shows a total student body of 548. The council reviewed the staffing allocations. Our half allocation for related arts from this school year will not continue for next year, so we will need to fund half of the behavior intervention position from another source. Title I funds can support the half instructional assistant position and the other half of the behavior interventionist. The council also discussed options for the number of classrooms per grade level based on the projected number of students in each. It was determined that the council will meet with the 3rd and 4th grade teams this week and a special called SBDM meeting will be scheduled for either Monday, May 6th, Tuesday, May 7th or Wednesday, May 8th.
  - d. Principal's Combining Budget- the council reviewed the Principal's Combining Budget. There were no questions or suggestions for revision. A motion was made to approve the Principal's Combining Budget by *Samantha Walker* and seconded by *Barbara Cornett*. The council members agreed unanimously with the motion to approve the Principal's Combining Budget.
5. Committee Reports
- a. March Accident Report- The council was provided with and reviewed the March Accident Report.
  - b. PBIS Committee- The council was provided with and reviewed the April PBIS Meeting Minutes. Highlighted topics included shared ideas for student motivation, reviewing the action plan and completing the final review of the Tiered Fidelity Inventory of our PBIS practices.
  - c. Items tabled from March:
    - i. Instructional Practices Policy- The Instructional Practices Policy was tabled for review at the special called meeting.
    - ii. Climate and Safety Survey Questions - The Climate and Safety Survey Questions were tabled for review at the regularly scheduled May council meeting.

- iii. Discipline, Classroom Management and School Safety Policy- The Discipline, Classroom Management and School Safety Policy was tabled for review at the regularly scheduled May council meeting.
- iv. Improving Frequency and Quality of Student Discourse- Improving Frequency and Quality of Student Discourse was tabled for review at the regularly scheduled May council meeting.
- v. 24-25 PD Planning- 24-25 PD Planning was tabled for review at the regularly scheduled May council meeting.

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

- a. Consultation (with the principal on school staff)- Consultation was tabled for review at the special called meeting.
- b. Principal Selection Consultation- The Principal Selection Consultation was tabled for review at the regularly scheduled May council meeting.
- c. Instructional and Non-Instructional Staff Time Assignment Policy- The Instructional and Non-Instructional Staff Time Assignment Policy was tabled for review at the regularly scheduled May council meeting.
- d. Emergency Plan Policy- The Emergency Plan Policy was tabled for review at the regularly scheduled May council meeting.
- e. Committees Policy- The Committees Policy was tabled for review at the regularly scheduled May council meeting.
- f. Committees Bylaws- Committees Bylaws were tabled for review at the regularly scheduled May council meeting.
- g. Amending Bylaws and Policies Bylaws- The Amending Bylaws and Policies Bylaws were tabled for review at the regularly scheduled May council meeting.

#### 7. New Business

- a. CSIP Phase 4- CSIP Phase 4 was tabled for review at the special called meeting.

#### 8. Ongoing Learning

- a. SBDM Elections - We are currently getting the word out about upcoming SBDM elections. The council members will review the provided resources independently.
- b. SBDM Election Guidance- The council members will review the provided resources independently.
- c. Portrait of a Learner — Current focus is on the characteristics of a critical thinker.

9. Upcoming Deadlines

- a. Professional Development Plan for Schools - Due May 1
- b. Elections- Currently working on getting the word out and planning.

10. Adjournment- A motion was made by *Barbara Cornett* to adjourn the meeting and seconded by *Samantha Walker*. The meeting was adjourned at 6:33 p.m.