

MinutesWoodland Elementary School
Regularly Scheduled SBDM Meeting
May 20, 2024

Members Present: Dawn Tarquinio, Barbara Cornett, Samantha Walker (via Google Meet), Hannah Hobbs, Aaliyah Dice (via Google Meet) and Mariyam Lewis (via Google Meet). *Members Absent:* None.
Recording Secretary: Ashley Brus. *Guests:* Marissa Moorman.

Call to order at 5:01 p.m.

1. Opening Business

- a. May Agenda Approval- A motion was made to approve the May agenda by *Barbara Cornett* and seconded by *Hannah Hobbs*. The council members agreed unanimously with the motion to approve the May agenda.
- b. April Regular Meeting Minutes- A motion was made by *Hannah Hobbs* to approve the April Regular Meeting Minutes and seconded by *Samantha Walker*. The council members agreed unanimously with the motion to approve the April Regular Meeting Minutes.
- c. April Special Called Meeting Minutes- A motion was made by *Barbara Cornett* to approve the April Special Called Meeting Minutes and seconded by *Hannah Hobbs*. The council members agreed unanimously with the motion to approve the April Special Called Meeting Minutes.
- d. Good News Report - It is the last week of school and 5th grade work ethic interviews went very well today. KSA went very well also thanks to Mrs. Keeler's preparation and diligence.
- e. Public Comment- None.
- f. Meeting Norms- The council members reviewed the adopted set of meeting norms.

2. Student Achievement Report/Data

- a. Student Achievement Report - DataTracker (tentative) Mrs. Tarquinio shared the most current data tracker with the council. Not all classrooms have completed their fluency, PA and phonics assessments. As of right now, we can see some decent growth in fluency. Second grade fast facts data may not be accurate due to the frequency of substitutes. Mrs. Tarquinio presented the council with schoolwide iReady data in the areas of reading and math to analyze growth percentages.

- b. On-Grade level standards- Our teachers have been asked to provide 4-5 elements on their weekly lesson plans (objective, activity, differentiation, assessment and HOT questions). KASC is highlighting the importance of on grade level standards and we need to understand what that means. Next week we will be working with Jennifer Lewis and Becca Silver on improving student discourse for critical thinking. We will need to continue to work on this as a focus moving into the beginning of the next school year.
- c. State Testing - *Kentucky Summative Assessment*: We are finished with KSA testing.

3. School Improvement Planning

a. Monthly Review

- i. **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 WWOOF breakfast, HCS Fitness Meet; 29th - April SBDM Meeting
- ii. **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
- iii. **June** - 3rd-Leadership Team to Studer meeting, SBDM End of Year report due, Summer Eagle Academy begins (through June 28th); 5th-HCS Career Fair

4. Budget Report

- a. April Schedule of Balances- Mrs. Tarquinio provided the council with a copy of the April Monthly Schedule of Balances. A motion was made to approve the April Schedule of Balances by *Barbara Cornett* and seconded by *Aaliyah Dice*. The council members agreed unanimously with the motion to approve the April Schedule of Balances.

- b. Finalize 24-25 Budget- The council was provided with the PPA budget for review and discussion. Mrs. Tarquinio shared that she will be meeting at CO tomorrow for the final word on the K-2 curriculum adoption. 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. Mrs. Tarquinio signed off on the approved final budget and will provide this to our office manager.
- c. Finalize 24-25 Staffing Allocation Plan- The council was provided with the 24-25 Staffing Allocation Plan for review and discussion. After meeting with the 3rd and 4th grade teams, it was decided that we will move forward with five 3rd grade classrooms and five 4th grade classrooms for the 24-25 school year. We have one classroom teacher position and two special education teacher positions posted. A motion was made by *Hannah Hobbs* to approve the 24-25 Staffing Allocation Plan and seconded by *Mariyam Lewis*. The council members agreed unanimously with the motion to approve the 24-25 Staffing Allocation Plan.

5. Committee Reports

- a. April Accident Report- The council was provided with and reviewed the April Accident Report.
- b. PBIS Committee April meeting 5-15-24
 - i. Discipline, Classroom Management and School Safety Policy- The council was provided with and reviewed the May PBIS Meeting Minutes. The team reviewed the Discipline, Classroom Management and School Safety Policy. Suggestions for revision were provided for the council. The council did not have any additional suggestions for revision. A motion was made to approve the Discipline, Classroom Management and School Safety Policy by *Barbara Cornett* and seconded by *Samantha Walker*. The council members agreed unanimously with the motion to approve the Discipline, Classroom Management and School Safety Policy.
- c. Assessment of Students and Programs Action Team 5-15-24
 - i. Spring 2023 KSA Climate and Safety Survey results (questions 9-13)- The council was provided with and reviewed the suggestions for addressing areas of concern based on the Spring 2023 KSA Climate and Safety Survey results.
- d. Budget Action Team 5-15-24
 - i. Comparison of WES Student Handbook and HCS Code of Conduct pages 16-27- The council was provided with and reviewed the suggestions for revision of the WES Student Handbook and HCS Code of Conduct (pages 16-27). The purpose was to ensure that our school based handbook aligned with the district's

handbook. The council did not have any additional questions or comments for revision for the Budget Action Team regarding their work within the WES Student Handbook.

e. Culture Wellness and Resources Action Team 5-15-24

- i. Wellness Policy for 24-25- The council was provided with and reviewed the suggestions for revision of the Wellness Policy for 24-25 from the Culture Wellness and Resources Action team. The suggestions included procedures for birthday celebrations, school wide rewards, wellness requirements and utilized curriculums. The Wellness Policy will be sent back to the action team to review the council's feedback with regard to the presented suggestions.

f. Curriculum Instruction and Technology Action Team 5-15-24

- i. Curriculum Responsibilities Policy- The council was provided with and reviewed the suggestions for revision of the Curriculum Responsibilities Policy. The action team utilized the KASC template to guide their work. The council inquired into the wording that states the superintendent will consult the council. Mrs. Tarquinio shared that she will look into clarification of this wording.

g. Planning/Professional Learning Action Team 5-15-24

- i. Comparison of WES Student Handbook and HCS Code of Conduct pages 1-15- The council was provided with and reviewed the suggestions for revision of the WES Student Handbook and HCS Code of Conduct (pages 1-15). The purpose was to ensure that our school based handbook aligned with the district's handbook. The council suggested adding a reference to the WES Discipline, Classroom Management and School Safety Plan Policy. The council did not have any additional questions or comments for revision for the Planning/Professional Learning Action Team regarding their work within the WES Student Handbook.

6. Bylaw/Policy Review/Readings/Adoption

- a. Extracurricular Programs- The council was provided with the Extracurricular Programs Policy for review and revision. A highlighted focus for the council was that students need to understand they are students first before being an athlete and there needs to be a well rounded program that is offered. The council members did not have any questions or suggestions for revision of the policy.

7. New Business

- a. Title I Parent Involvement Policy- The council was provided with and conducted the first reading of the proposed 24-25 Title I Parent Involvement Policy. The second reading will take place at the regularly scheduled June SBDM meeting.

- b. Title I Family Compact- The council was provided with and conducted the first reading of the proposed 24-25 Title I Family Learning Compact. The second reading will take place at the regularly scheduled June SBDM meeting.
- c. Council Training- Our district will be offering council training in August. New council members are required to attend six hours of training and experienced members are required to attend three hours of training.
- d. Council Transition- The new council members will be invited to the regularly scheduled SBDM council meeting in June.
- e. Background Checks for parent members- Any newly elected parent member of the council is required to have a background check completed.

8. Ongoing Learning

- a. Creating a more vibrant experience for every student- United We Learn vision for KDE in which all stakeholders are responsible for creating opportunities for learning.

9. Upcoming deadlines

- a. Emergency Plan review by admin- Annually reviewed and revised as needed in collaboration with our local law enforcement. Administration will schedule a day and time in June to complete this.

10. Adjournment- A motion was made by *Hannah Hobbs* to adjourn the meeting and seconded by *Aaliyah Dice*. The meeting was adjourned at 6:28 p.m.