



Camp Dick Robinson Elementary School

SBDM Meeting

DATE: July 15, 2025

TIME: 3:15 PM

Google Meet Link (if needed): meet.google.com/mwq-fhfq-dif

The goal of the SBDM Council is to increase student achievement. This purpose should be at the forefront of every discussion, policy and decision.

☐X_Jewelita Underwood ☐X_Ben Carter ☐X_Rosa Garcia
☐X_Stephanie Abel ☐X_LeeAnn Blair ☐X_Robin Parmley

Other: ☐ Kacie Gilliam ☐X_Holly Young

1. Opening Business

- a. Welcome-
Mrs. Parmley welcomed everyone and thanked them for coming to SBDM during the summer break.
- b. Approval of July 2025 Agenda [CDR SBDM Agenda](#)
Motion to accept the agenda was made by Ms. Abel and seconded by Mr. Carter.
- c. Approval of June 2025 Minutes [June SBDM Minutes_2025-2026 CDR \(1\).pdf](#)
Motion to accept the minutes was made by Ms. Abel and seconded by Ms. Garcia.
- d. Good News Report

2. New Business

- a. Council Requirements
 - i. Set Meeting Schedule 2025-2026
Meeting dates were set as the following:
August 12, 2025 at 3:15 PM
September 9, 2025 at 3:15 PM
October 14, 2025 at 3:15 PM
November 11, 2025 at 3:15 PM
December 9, 2025 at 3:15 PM
January 13, 2026 at 3:15 PM
February 10, 2026 at 3:15 PM
March 10, 2026 at 3:15 PM
April 14, 2026 at 3:15 PM
May 12, 2026 at 3:15 PM
June 9, 2026 at 3:15 PM
Ms. Garcia made a motion to accept these dates as the regular meeting dates. Mr. Carter seconded the motion.
 - ii. Review of Council Bylaws: [CDR SBDM Policies and Bylaws](#)

The Bylaws were reviewed. No changes were suggested. The policy will be dated as reviewed.

iii. Review of Policies:

o Technology use [Technology Usage Policy](#)

Members reviewed the policy. Mr. Carter made a motion to accept the Technology Usage Policy. Ms. Abel seconded the motion.

o Discipline and classroom management [Discipline and Classroom Management](#)

After the council reviewed the Discipline and Classroom Management Policy, Mr. Carter shared that “policy evaluation” is listed twice and should only be once. Mrs. Underwood noted a typo on a word that was accidentally italicized. No changes were noted for content changes.

Ms. Underwood made a motion to accept the policy as written (with the edits made to the typing) and seconded by Ms. Abel.

o Wellness [Wellness Policy](#)

The council reviewed the Wellness Policy. Discussion was held around “withholding recess” and what was appropriate. The council determined that students who did not receive recess would walk in order to get physical activity. The committee discussed statements listed (such as a wellness committee and an evaluation) and decided that this is not current. Ms. Abel made a motion to table this policy and do more research on what is being done and what should continue or add. Mr. Carter seconded the motion.

iv. Distribution of SBDM documents, records, Act/Sign-Off

1. [KRS 158.183](#)

2. [KRS 158.195](#)

3. [The Kentucky Open Records and Open Meetings Act](#)

4. [Managing Government Records](#)

Mrs. Parmley shared the distribution of required documents. Signatures will be collected at the end of the meeting.

v. Check-In: Completed/anticipated council member training dates - Members Mrs. Parmley, Mrs. Underwood, Mrs. Blair, and Ms. Abel have completed their 3 hours of training. Mr. Carter and Ms. Garcia are working on their training.

vi. Master Schedule Review - The master scheduled was reviewed during the June SBDM meeting but was also included in the July meeting to share any changes or take for questions. The PAWS class was removed from special area rotations. Mrs. Duggins will now service counseling during a Bobcat Block and will have more opportunities for serving in her counseling role. Ms. Abel asked if grades 3-5 were self-contained (with a homeroom teacher teaching all content areas) or if they were specialized and taught one content area. Mr. Carter shared that grades 3-5 were also departmentalized.

vii. Comprehensive School Improvement Plan [CSIP 2024-2025](#) - The CSIP was reviewed. Mrs. Parmley shared that CDR would be looking to streamline all that is done at the school level and under the district vision so that the school can focus on three commitments so that this can be accomplished and done at a high level. More will be coming after working with the staff. Mrs. Parmley challenged the council to really read through the CSIP again and to think about areas that could be enhanced.

viii. School Safety & Emergency Plan [Emergency Management Plan](#)-The council reviewed the Emergency Management Plan Policy. No questions or concerns were noted. Mrs. Parmley shared that during the fire drills, the real fire alarm

is not activated; just an announcement. She would like to implement the real alarm during drills as well. Ms. Underwood thinks that this is important for students. Mrs. Parmley would like to train the staff more on how to handle an active shooter/lockdown situation. She would like to read the children's book I'm Not Scared, I'm Prepared! No other questions or suggestions. Ms. Abel asked if Narcan was in each building. As of now, the SROs have Narcan. Ms. Abel would like to talk with Dr. Grasham.

3. Old Business

a. Handbook Addition: Healthy Snacks at CDR

As a followup to discussions in the June meeting, Mrs. Parmley discussed it with the cafeteria manager. She talked with the Director of Food Service and all of the snacks, including the ice cream, are approved and within their requirements. The cafeteria staff can reach out to parents if they feel a student is purchasing a large quantity. Parents are allowed to contact the cafeteria to limit what is purchased. For birthdays, Mrs. Parmley proposed having birthday cake or cupcakes once per month instead of how it is now.

4. Public Comment

No public comment

Adjournment

A motion was made by Mr. Carter to adjourn the meeting at 4:30 PM. It was seconded by Ms. Garcia.