

**James T. Alton Middle School SBDM Council Meeting**  
**Monthly Meeting**  
**August 13, 2025 – 4:30 p.m.**  
**Minutes**

1. **Call to Order-** Ms. Cassady called the meeting to order at 4:34pm.
2. **Recognition of Visitors**
3. **Opening Business**
  - a. **Approval of Agenda-** Ms. Ritter made a motion to approve today's agenda. It was seconded by Ms. Jordan. Motion carried by consensus.
  - b. **Approval of July Minutes-** Mr. Barger made a motion to approve July's minutes. It was seconded by Ms. Ritter. Motion carried by consensus.
  - c. **Good News:**
    - i. **Custodians did a great job getting the building ready for school -** Ms. Cassady gave kudos to the staff. Praised them for all their hard work.
    - ii. **Admin. Team got ready at Leadership Retreat -** Ms. Cassady stated the Admin team spent time learning about what was important to the district going forward and had valuable time to bond as a team.
    - iii. **Staff Training: Active Shooter, PBIS Booster, Amie Dean Behavior Queen, Trauma Informed Care w/ Autism Supports, Portrait of a Learner -** Ms. Cassady stated the staff accomplished a lot of valuable training before kicking off the new school year. The staff embraced active shooter training. The training for behavior queen was full of good info but was not as dynamic as we were hoping. Mr. Barger mentioned the trauma informed care with the bus rides was very eye opening within the surrounding area. Ms. Cassady followed that up with how eye opening and diverse our economic area is.
    - iv. **New Teacher Induction -** This was held on the same day as Open house, we fed them lunch, gave them gifts, and provided them with all the info they will need to begin their year with JTA. Ms. Cassady mentioned we will continue to meet with them every other month. Ms. Cassady asked Ms. Jordan for input as she went through this induction last year. She stated it was information overload and she walked away retaining maybe 10% and how important it was to have the mentor set like we do. Ms. Cassady opened up to ask if anyone had any ideas on what could be some ideas to enhance this for the future.
    - v. **Operation Middle School and Open House -** Ms. Cassady stated it is so neat to watch them come in and go from nervous to start middle school to excited to be here. Ms. Strickland mentioned her 7th grader was disappointed that he did not get to come to this again, that he loved doing it his 6th grade year. Ms. Jordan mentioned it would be nice to look into possibly doing this in the future or something similar for 7th or 8th graders to get them excited before the year begins as well.
    - vi. **Very successful first two days of school -** Everyone was in consensus that both the staff and students had a smooth first two days.
    - vii. **CHAMPS implementation - expectations -** Ms. Jordan stated that the unification of using CHAMPS has really set the tone differently than the past and it has greatly contributed to the smooth running first couple days. Ms. Cassady mentioned how in observation she is seeing the students appreciate the structure and rules.

- viii. Abound Credit Union - donated supplies - Ms. Cassady spoke of how nice a surprise it was for Abound who donated an amazing variety of items which we gave to FRYSC for distribution to students as needed.
- ix. Apex Rally - Fundraiser kickoff, great start - The first day we already raised \$2600. They are challenging the top 5 to raise money will get Chik Fil A. Ms. Strickland stated her student was so excited and said he got to sing in the cafeteria during lunch. She suggested we should promote these moments on social media.
- x. Fully Staffed - sort of - Ms. Cassady explained our new hire ELA teacher was a retired teacher, and KTRS kicked her hire out because she is not eligible to return to work until September 2. Because it kicked out the hire, we did have to repost it. We have another retired ELA teacher subbing in the meantime. Ms. Cassady sent a letter home with the students explaining the situation and that they are in good hands. The other position we have open is a Special Education Position, but we cannot fill it until the 15 day posting is up. We have Ms. Colston filling it as a long-term substitute in the meantime. Ms. Cassady stated we are still short an Instructor 3. Mr. Borden came recommended by some people in the building, and we are looking to bring him on. This hire will keep the teachers from having to cover each other, and he can also be used to mentor students as needed. Mr. Barger mentioned how Gabeheart was great in this position when she had it.
- d. Public Comments - Ms. Jordan asked if we could revisit the Apex Fundraiser, that the Apex team mentioned coming in the classes and she feels that would really help encourage the students and keep them engaged with the fundraiser and class instruction.

#### 4. Planning

- a. IReady Diagnostic #1 - Ms. Cassady is a little concerned with the potential Chromebook issues. Some students were struggling to get access today for a variety of reasons. However, we are going to start IReady testing tomorrow and hope for the best.
- b. Apex Fundraiser Hoping to raise lots of money for the students - Mr. Barger questioned the goal, and Ms. Cassady stated it is \$30,000. Ms. Strickland asked how long the Apex team will be here and Ms. Cassady stated it will be 2 weeks.
- c. Trojan Family Forum - Aug. 25 - Ms. Cassady would like to initiate a forum possibly alternating morning/evening meeting time each month. She is working on a draft agenda. She stated this will be a time to celebrate positives and then open up dialogue between parents and staff. We are looking to do this maybe on the last Monday of every month. Ms. Jordan stated Portrait of a Learner is something she thinks we should introduce to the parents. Ms. Jordan suggested doing this during a time when parents might already be coming to the building for athletics or something else.
- d. Back to school dance - Aug. 29
- e. Picture Day - Sept. 5

#### 5. Previous / Ongoing Business

- a. Needs Assessment/ CSIP - Ms. Cassady wants to survey teachers and parents to see what they feel the needs of the school are. She opened up to ask ideas for input on who could create/send out this survey. Ms. Jordan suggested limiting the questions to a small number to get the most valuable responses. Ms. Jordan suggested posing the question on the comparison of how we are perceived as a school in the community and how we can improve that. Mr. Barger questioned what everyone thinks we should be spending money on, if CSIP is tied into Title 1 money, should we be looking at

asking what people think we should be spending this money on. Ms. Jordan suggested maybe using Title 1 money to take kids on field trips to a University or some other location that could show our students what their potential future could look like. Ms. Cassady really sees the importance of field trips and giving our students the opportunity to experience things they would not get to otherwise. Ms. Cassady brought up the planned field trip to see A Christmas Carol at the Actors Theater in Louisville in December. Everyone is in agreement we should push out a survey to parents and teachers to see what they think we can do to better serve our underserved population.

#### **6. New Business**

- a. **Community Agreements** - Ms. Cassady would like to improve the conference room to our own version of the HCS Board Room. She would like everyone to think about creating our own version of the HCS Board framed statement of commitment. Ms. Cassady opened up dialogue about what we like about the example provided. Ms. Jordan likes the list format and suggested incorporating our 4 P's into this. Ms. Strickland likes the heading "Board Team Commitments" to show our commitment to the school. Ms. Ritter likes the idea of keeping the "Keep Children First" as the first point. The takeaway is we should definitely have a unified front.
- b. **Collect dates of completed/anticipated council member trainings**
- c. **Review Council ByLaws** - Ms. Ritter made a motion to approve today's agenda. It was seconded by Ms. Jordan. Motion carried by consensus.
- d. **Review Discipline Policy - Proposed Changes** - The only changes made were on the point system. Last year teachers felt 12 points was too many, additionally parents wanted to be notified when their student received a point. The proposed change has 10 points and there are added parent notification elements. Ms. Ritter stated she really likes the proposed policy. She stated until we use it we won't know its effectiveness but she likes the parent notification and that the teachers are assigning lunch detention. She likes that writing a behavior plan individually as teachers is a positive change. Ms. Ritter made a motion to approve. It was seconded by Ms. Jordan. Motion carried by consensus.
- e. **Review Committee Policy - Proposed Changes** - Ms. Cassady doesn't think we need a budget and assessment committee but would like to see implementation of a social media committee for a strong push on social media. The PBIS committee will stay as it is an important part of recognizing student attendance, grades, and behavior. She is looking for possibly starting a parent outreach/Special events committee. She would like to see how we can get parents to help with things like Halloween in the Halls and Veterans Day. Ms. Cassady would also like a rewards and incentives committee. Mr. Barger questioned how effective it is to require faculty to be on a committee. Ms. Jordan suggested opening up the conversation in faculty meetings to the potential of staff helping staff when it comes to certain topics others may be stronger in than others. Ms. Cassady brought up that she left the Ad Hoc committee open for those that maybe don't want to commit to one specific committee. Mr. Barger would like to see these committees presenting minutes to SBDM maybe quarterly. Ms. Cassady asked for everyone to take this back and discuss with staff and bring suggestions to the next meeting where we will draft proposed changes.
- f. **Review Technology Use Policy** - Ms. Ritter questioned what we are doing to meet the required criteria and guidelines. Ms. Cassady suggests removing the Master the Kentucky Academic Standards for Technology. The topic of creating an AI policy was presented. Mr. Barger motioned to remove the last bullet of the policy. Mr. Barger made a motion to accept the policy with that one change. It was seconded by Ms. Ritter. Motion carried by consensus.

7. **Adjournment** - Motion was made by Ms. Ritter to adjourn the meeting. It was seconded by Ms. Jordan. Motion carried by consensus. The meeting adjourned at 6:08.

**Members Present:**

Danielle Cassady- chairman

Erin Ritter

Kimberly Jordan

Lawson Barger

Shanda Strickland

**Absent:**

Erin Hester

The next Meeting is scheduled for Sept. 10 @ 4:30 pm.