

SBDM Beechwood Elementary Minutes

2026-2027 (TENTATIVE UNTIL APPROVED)

Date

7.8.26

Time

11:30am

Location

Elementary Conference Room

I. Call to Order

Members Present: Alicia Wittmer, Ashley Chaiken Christopher Korba, Normarys Perez
Katrina Turner, Stephanie Wessel

II. Opening Business 11:30 am

- a. July Agenda Approval - 1st Korba, 2nd Chaiken
- b. June Minutes Approval - 1st Korba, 2nd Chaiken
- c. Good News Report
 1. Welcome to the school calendar year and the 2026-2027 Back To School season.
 2. Dead Period ends this Thursday.
 3. Thanks to the staff that braved the heat and walked in the Fort Mitchell 4th of July parade.
- d. Public Comment: Mrs. Wittmer welcomed two visiting students from NKU.

III. School Improvement Planning:

- a. Master Schedule 26-27 - only change is in 5th grade, teachers requested a later recess, currently we are able to accommodate that request based on the high school usage of the upper field.
Motion to Approve was made by Mrs. Chaiken and seconded by Mrs. Perez.
- b. Teacher Handbook Approval - Mrs. Wittmer updated the council on the teacher handbook changes. Update Holiday party to 12/18.
 - i. Mrs. Chaiken inquired about the process for addressing habitual teacher tardiness. Mrs. Wittmer responded that staff members will be required

to sign in and sign out each workday as part of the attendance monitoring process.

- ii. Mrs. Chaiken inquired about the process for assigning parent volunteers to specific classroom events. Mrs. Perez, serving as a room parent, explained the volunteer assignment process.

- c. Student/Parent Handbook & Code of Conduct Approval - Mrs. Wittmer informed the council that the two handbooks had been combined into a single handbook and reviewed the revisions made from the 2025–2026 edition to the 2026–2027 edition. *A motion to approve the combined handbook was made by Ms. Turner and seconded by Mrs. Chaiken.*

Motion to go to closed session - Turner/Chaiken (11:28)

- d. Crisis Response Handbook/Safety Plan - Mrs. Wittmer reviewed the revisions to the Crisis Response Handbook and shared the updated handbook with the council. She explained that the handbook is a secure document due to the sensitive nature of the school's safety and emergency response plans. *A motion to approve the revised Crisis Response Handbook was made by Ms. Turner and seconded by Mr. Korba.*

Motion to come out of closed session - Turner/Chaiken (11:32)

IV. Student Achievement Report/Data

- a. No new information to report.

V. Budget Report

- a. Budget Update - Mrs. Wittmer updated the council on the start of the financial year, a new budget will be available to review in August.
- b. Funding Requests -
 - a. UPDATE -Mrs. Wittmer provided an update regarding Mrs. Rheude's request for instructional resources for English Language Learner (ELL) students. She reported that a quote for the English 3D program from HMM was very high per student. Due to cost considerations, Mrs. Rheude is exploring alternative program options.

VI. ByLaw or Policy Review/Reading/Adoption

- a. Title Update - Mrs. Wittmer reported that Beechwood was awarded a grant to help fund needed instructional resources and support a designated position.

VII. Program Review/AdHoc Committee Reports

- a. Reports/Minutes - None.

VIII. New Business

- a. Principals Report (Elections, Job Opening/Process) -
 - a. Open Records Form for council to sign.
 - b. Open Meetings document shared with council and available in shared drive.
 - c. New KY Statutes shared with council and available in shared drive.
- b. Staff Updates - Mrs. Wittmer shared the new staff hires:
 - Danielle - 5th Grade Science
 - Madison - Elementary Music
 - Allison Orzalli - GT Coordinator
- c. Beginning of the Year Updates - Outside construction and playground are coming along, playground is scheduled to open for the beginning of the school year.
- d. New Council Members - Training Open Meeting, July 20th for SBDM Members

IX. Upcoming Deadlines/Agendas/Meetings

- a. Newsletter/Dates - Newsletter is updated with Back to School dates.
- b. Enrollment Dates - Mrs. Wittmer updated the council on the current enrollment numbers.

IX. Adjournment: 11: 47 1st - Chaiken 2nd - Wessel

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