Site Base Agenda   
July 31, 2023, 1:00 PM   
Highland Turner Elementary

Vision: Every Student, Every Day, College/Career and Citizenship Ready

Mission: Highland-Turner provides rigorous and relevant instruction in a clean, safe, nurturing environment where we take responsibility for producing productive members of society.

**Present Council Members**Greg Bates  
Jeremy Hall  
Karen McIntosh  
Cindy Salyers  
Melissa Smith  
Jeff Honeycutt  
  
**1. Call to Order**   
The meeting was called to order by Mr. Jeff Honeycutt at 1:00 P.M.

**a. Roll Call**Highland-Turner SBDM members Jeff Honeycutt, Greg Bates, Jeremy Hall, Karen McIntosh, Cindy Sayers, and Melissa Smith were all present.   
**b. Adopt Agenda  
Motion Passed:** A motion was made by Jeremy Hall and seconded by Melissa Smith to adopt the SBDM agenda.  
Greg Bates-Yes  
Jeremy Hall-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes  
Jeff Honeycutt-Yes

**2. Approval of Minutes (July 13, 2023 and July 19, 2023)  
Motion Passed:** A motion was made by Greg Bates and seconded by Karen McIntosh to approve the minutes of the July 13, 2023, and July 19, 2023 meetings.  
Greg Bates-Yes  
Jeremy Hall-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes  
Jeff Honeycutt-Yes  
 **3. Elect Vice-Chair and Secretary for the 2023-2024 SBDM Council  
Motion Passed:** After taking nominations, Karen McIntosh was elected vice chair. After taking nominations, Jeremy Hall was elected secretary.   
Greg Bates-Yes  
Jeremy Hall-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes  
Jeff Honeycutt-Yes  
 **4. Review of School Mission and Vision**Principal Jeff Honeycutt reviewed the Highland-Turner vision and mission statements.

**5. Reports for Student Academic Success  
a. CSIP**Jeff Honeycutt reviewed the CSIP process for members. **b. Review/Approve School Profile Report for School Report Card in Compliance with Senate Bill 1   
Motion Passed:** A motion was made by Karen McIntosh and seconded by Cindy Salyers to approve the School Profile Report in compliance with Senate Bill 1.  
Greg Bates-Yes  
Jeremy Hall-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes  
Jeff Honeycutt-Yes  
  
**6. Consider Policy Revisions**The SBDM Council updated the consultation policy during the July 13th and July 19th meetings.

**7. Discussions   
a. KRS 158.195**Reviewed by Mr. Honeycutt **b. KRS 158.183**Reviewed by Mr. Honeycutt **c. The Kentucky Open Records and Open Meetings Act**Reviewed by Mr. Honeycutt **I. Proof of Receipt**Signed by all members. **d. Managing Government Records**Reviewed by Mr. Honeycutt **e. Determine regular meeting dates, times, and locations.**The council will meet on the third Wednesday of each month at 3:30 p.m. **f. SBDM Training**Members have access to training and certificates are being turned in as completed.  
  
  
**8. Consider Curriculum   
a. Approve Master Schedule   
Motion Passed:** A motion was made by Karen McIntosh and seconded by Jeremy Hall to approve the master schedule for 2023-2024.  
Greg Bates-Yes  
Jeremy Hall-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes  
Jeff Honeycutt-Yes  
 **b. Review/Revise the school's Safety and Emergency Plan   
Motion Passed:** A motion was made by Karen McIntosh and seconded by Melissa Smith to approve the School Safety and Emergency Plan.  
Greg Bates-Yes  
Jeremy Hall-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes  
Jeff Honeycutt-Yes **9. Consider Budget   
a. Title 1 Budget   
b. SBDM Budget   
c. School Activity Fund Budget   
Motion Passed:** A motion was made by Jeremy Hall and seconded by Melissa Smith to approve the budgets. This includes the purchase of a new popcorn machine, tablecloths, and a sign for morning drop-off.  
Greg Bates-Yes  
Jeremy Hall-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes  
Jeff Honeycutt-Yes  
  
  
**10 . Consider approval of adjourning to executive session in compliance with KRS 61.810 (1)(f) to discuss/screen/interview applicants for the vacant elementary teaching position.   
Motion Passed**: A motion was made by Jeremy Hall and seconded by Karen McIntosh to adjourn to executive session in compliance with KRS 61.819 (1)(f) to discuss/screen/interview applicants for the vacant elementary teaching position at 1:38 P.M.   
Greg Bates-Yes  
Jeremy Hall-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes  
Jeff Honeycutt-Yes  
  
**11. Consider approval of returning to open session.  
Motion Passed:** A motion was made by Melissa Smith and seconded by Cindy Salyers to return to open session at 2:46 P.M.  
Greg Bates-Yes  
Jeremy Hall-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes  
Jeff Honeycutt-Yes

**12. Action resulting from closed session.   
Motion Passed:** The Highland-Turner SBDM Council interviewed candidates and made a recommendation for employment for the vacant elementary teacher position. A motion was made by Melissa Smith and seconded by Karen McIntosh to approve the action.   
Greg Bates-Yes  
Jeremy Hall-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes  
Jeff Honeycutt-Yes  
  
**13. Communicating/Sharing - Students, Parents, and Teachers**None at this time.

**14**. **Adjournment  
Motion Passed:** A motion was made by Karen McIntosh and seconded by Greg Bates at 2:57 P.M. to adjourn the meeting.  
Greg Bates-Yes  
Jeremy Hall-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes  
Jeff Honeycutt-Yes