

**HTE SBDM Regular Meeting**

**July 29, 2025**

**1:30 P.M.**

**Highland Turner Elementary Art Room**

**10355 HWY 30 West**

**Booneville, KY**

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**

Jeremy J. Hall

Margaret Henson

Karen McIntosh

Cindy Salyers

Melissa Smith

**Absent Council Members**

Diane Noble

**Guests**

None

**1. Call to Order**

**a. Roll Call**

Jeremy Hall called the meeting to order at 1:30 p.m. with members Margaret Henson, Karen McIntosh, Cindy Salyers, Jeremy Hall and Melissa Smith present. Member Diane Noble was absent and no guests were in attendance.

**b. Adopt Agenda**

**Motion Passed:** Cindy Salyers made a motion, seconded by Melissa Smith, to adopt the agenda.

Jeremy J. Hall-Yes

Margaret Henson-Yes

Karen McIntosh-Yes

Cindy Salyers-Yes

Melissa Smith-Yes

**2. Consider approval of adjourning to executive session in compliance with KRS 61.810(1)(f) to discuss/screen applicants for appointment to the Preschool Teacher position.**

**Motion Passed:** Cindy Salyers made a motion, seconded by Karen McIntosh, to adjourn to executive session to discuss/screen applicants for the vacant School Counselor position at 1:37 pm.

Jeremy J. Hall-Yes

Margaret Henson-Yes

Karen McIntosh-Yes

Cindy Salyers-Yes  
Melissa Smith-Yes

**3. Consider approval of returning to open session.**

**Motion Passed:** Melissa Smith made a motion, seconded by Karen McIntosh, to return to open session at 1:55 pm.

Jeremy J. Hall-Yes  
Margaret Henson-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes

**4. Action resulting from closed session.**

The council will conduct interviews on August 4th, starting at 9:15 am. The council will interview three candidates contingent upon certification.

**5. Approval of minutes.**

**Motion passed:** Karen McIntosh made a motion, seconded by Margaret Henson, to approve the minutes from June 4th, June 18th, June 20th, July 9th, July 10th, and July 24th.

Jeremy J. Hall-Yes  
Margaret Henson-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes

**6. Review Vision/Mission statement**

Jeremy Hall reviewed the vision and mission statements with the council.

**7. Review for Student Academic Success**

**a. CSIP**

CSIP was reviewed for new members

**b. MTSS**

MTSS Plan was reviewed for new members.

**8. Consider policy Revisions**

**a. Writing Policy**

**b. Consultation Policies**

Writing and consultation policies were reviewed. There were no changes needed at this time.

**c. Review /Revise the School's Safety and Emergency Plan**

**d. Review/Revise the Portable Automated External Defibrillator (AED) Use Policy.**

**Motion Passed:** Motion was made by Cindy Salyers, seconded by Karen McIntosh, to approve the school emergency management plan and AED use policy.

Jeremy J. Hall-Yes  
Margaret Henson-Yes  
Karen McIntosh-Yes  
Cindy Salyers-Yes  
Melissa Smith-Yes

**9. Discussions**

**a. KRS 158.195**

**b. KRS 158.183**

**c. The Kentucky Open Records Act and Open Meetings Act**

**d. Managing Government Records**

All council members were provided with copies and signed the Open Records and Open Meetings Act.

**e. SBDM Training**

SBDM training has been ordered and will be sent out soon.

**f. 2025-2026 Highland-Turner Elementary Student Handbook**

**Motion passed:** Cindy Salyers made a motion, seconded by Melissa Smith, to approve the 2025-2026 student handbook.

Jeremy J. Hall-Yes

Margaret Henson-Yes

Karen McIntosh-Yes

Cindy Salyers-Yes

Melissa Smith-Yes

**10. Consider Curriculum**

No updates at this time.

**11. Consider Budget**

**a. School Activity Funds Budget**

**b. Title I Budget**

**c. SBDM Budget**

**Motion passed:** A motion was made by Melissa Smith, seconded by Cindy Salyers, to table the budget reports until the August regular meeting.

Jeremy J. Hall-Yes

Margaret Henson-Yes

Karen McIntosh-Yes

Cindy Salyers-Yes

Melissa Smith-Yes

**12. Communication/Sharing**

None at this time.

**13. Adjournment**

**Motion Passed:** A motion was made by Karen McIntosh and seconded by Margaret Henson to adjourn the meeting at

Jeremy J. Hall-Yes

Margaret Henson-Yes

Karen McIntosh-Yes

Cindy Salyers-Yes

Melissa Smith-Yes

Jeremy Hall, Principal

Jeremy J. Hall

Karen McIntosh, Teacher

Karen McIntosh

Melissa Smith, Teacher

Melissa Smith

Margaret Henson, Teacher

Margaret Henson

Diane Noble, Parent

Diane Noble

Cindy Salyers, Parent

Cindy Salyers