**Woodland Elementary School**

**August 3, 2016/SBDM Minutes**

*Members Present*: Dawn Tarquinio, Jessica Casey, Penny Ellis, Donna Slatton, Barbara Cornett, and Michelle Tobias. *Guests*: Ashley Brus and Sarah Reed. *Recording secretary*: Ashley Brus.

**1. Opening Business**

The meeting was called to order at 5:32 p.m.

1. Agenda approval - A motion was made by *Penny Ellis* to approve the August agenda and was seconded by *Barbara Cornett*.
2. July Regular Meeting Minutes- A motion was made by *Jessica Casey* to approve the July Regular Meeting Minutes and was seconded by *Barbara Cornett*.
3. Good News Report – Open house was awesome as we had a good and positive turn out. The Google form to sign-in at open house worked well. Professional development and opening day also went great.
4. Public Comment – None

**2.** **Student Achievement**

1. Assessing Student Achievement- confirming from July meeting the following:

i) Going to measure if students are performing at grade level and meeting standards through analysis of MAP data, as well as, formal and common assessments.

ii) The principal will report the number of students who are not meeting grade level expectations 6 times a year on a bi-schedule.

iii) Results will be communicated to students, parents and staff through MAP goal setting, parent KSI letters, MAP reports, and student led conferences two times a year.

iv) Students that are not performing at grade level or meeting standards will receive math and/or reading KSI intervention and re-teaching in small groups. Effectiveness will be tracked through fidelity checks.

1. Student Achievement Report- the council discussed and confirmed from July meeting the following:

i) Reports to be made to the council in September, October, January, February, April, May/June and will reflect the following:

1. The number of students not performing at grade level and/or not meeting the expected standards.

2. The number of students broken down by group- gender; free/reduced lunch; minority groups;

Disabilities

3. The efforts being made to help students perform on grade level and/or meet expectations

-Mrs. Tarquinio explained the process of the free and reduced form and what funding it effects (FRC and Title 1).

As a CEP school, all families need to fill out the form regardless of free and reduced status.

**3. Planning**

1. Monthly Review

i) **July**- 11th- PTA Board Meeting 5:30; 18th-19th- Brus and Tarquinio at Leadership Retreat; 21st- WatchDog Core Team meeting 6:00; 21st-22nd- New Student Registration; 22nd- New Staff 7 Habits Training; 25th- ATLI Meeting 3:00; 26th-PBIS/LIM training; 27th- Writing Training with Able and Atherton; 28th- Tarquinio at Principal Roundtable Meeting 9:00-12:00; \*\*\*Proposed PLC training\*\*\*, 1st & 2nd Little Eagle’s Day Out 3-5; Open House 5-7; 29th- Technology PD Day

ii) **August** – 2nd- Opening Day for ALL staff; 4th- 1st Day for Students, 8th- PTA Board Meeting, 25th- HCS Board Meeting

iii) **September**- 5th- Labor Day holiday, 7th- SBDM meeting, 12th- Mrs. Tarquinio at KASC training and PTA Board meeting, 15th- International Dot Day and HCS Board meeting, 22nd- PASS Team visit, BETA Service Day (college spirit wear)

**4. Budget Report**

1. June Schedule of Balances – June Schedule of Balances was reported to the council. A motion was made by *Penny Ellis* to approve the June Schedule of Balances and seconded by *Donna Slatton*.
2. July Schedule of Balances- July Schedule of Balances was reported to the council. A motion was made by *Barbara Cornett* to approve the July Schedule of Balances and seconded by *Jessica Casey*.

**5. Standing/Program Review/Ad Hoc Committee Reports**

1. Improving current programs

i) Program Review Committee will reevaluate plan for addressing PRs since the proposed PR policy at KDE has changed. Originally, 5 PRs were submitted (Writing, K-3, Practical Living, Arts and Humanities, and World Language). Now we are required to report 2 PRs per school year and this year we are submitting Arts and Humanities and Practical Living. We will continue to work on the remaining PRs as usual, but only assurances will be submitted to KDE. These submissions will affect our accountability and scores this year.

1. World Language/Global Competency Program Review

i) Accountability discussion- World Language/Global Competency Program Review will become part of our PR accountability in the future. At this time it is part of our submitted assurances.

**6. Bylaw or Policy Review/Readings/Adoption**

1. Lesson Plan Policy – 2nd reading: Lesson plans don’t need standard and objective listed as the objective should reflect the standard. A motion was made to approve the Lesson Plan Policy by *Penny Ellis* and seconded by *Donna Slatton*. The council agreed with this recommendation as all members stated, “I.”
2. Review of Policies- The following policies will be assigned to the appropriate committees:

i) Extracurricular Policy, Instructional Practices, Program Appraisal, Technology Use, and Writing Policy

-Policies will be given to the committees for review. When the committee sends them back, they will be

reviewed by the council at the next monthly SBDM meeting at which time the council will discuss the committee suggestions or approval.

-Writing Policy- We have a plan and description for a writing policy. The PR committee will utilize resources to create a draft policy to be shared at the next SBDM meeting. Mrs. Tarquinio will share KDEs writing policy review process with the council.

**7. New Business**

1. Setting the regular meeting schedule- the SBDM council will meet on the first Wednesday of each month at 5:30 p.m. Variations will occur in October (12th) and April (12th) due to fall and spring break.
2. KASC Delegate, Alternate and Candidates- KASC is seeking involvement; additional information can be found on the KASC website if interested.
3. Co-Chair selection- The council discussed the need for a co-chair to facilitate the monthly SBDM meetings in the instance that the chair, Mrs. Tarquinio, cannot be present. The council voted to elect Penny Ellis as the co-chair. The council agreed with this recommendation as all members stated, “I.”

**8. Ongoing Learning**

1. Policy Subscription Service- The council discussed a current KASC policy subscription service which costs $100. This service provides 2 CDs and periodic updates from KDE. Mrs. Tarquinio shared that we already have the 2 CDs and that she gets the Commissioner’s report which provides most of the KDE updates. Mrs. Tarquinio proposed no longer buying this service. The council agreed with this recommendation as all members stated, “I.”

**9. Upcoming Deadlines**

1. August- Accountability Results: At this time, only raw KPREP data has been released from Pearson to school administration. This data has not been released to the public yet.
2. September- Public Accountability Results: When released, this data will be cleaned up overall using the accountability formula.
3. Second School Month- Adjustments in school board allocations for materials and supplies; Mrs. Tarquinio shared that approximately $17,000 was taken from Woodland’s Title 1 budget this school year.
4. September 15th- Adjustments in school board allocations for staffing and PD
5. October 1st- Closing the Achievement Gap Diagnostic due in ASSIST

A motion was made by *Penny Ellis* to adjourn the meeting and seconded by *Jessica Casey*. Meeting adjourned at 6:17 p.m.