**Woodland Elementary School**

**July 6, 2016/SBDM Minutes**

*Members Present*: Dawn Tarquinio, Jessica Casey, Penny Ellis, Donna Slatton, Barbara Cornett, and Michelle Tobias. *Guests*: Ashley Brus, Ashley Russo, Anne Cook, Mike Dague, Brandi Taylor, and Kelly Taylor. *Recording secretary*: Ashley Brus.

**1. Opening Business**

The meeting was called to order at 4:46 p.m.

1. Agenda approval - A motion was made by *Barbara Cornett* to approve the July agenda and was seconded by *Penny Ellis*.
2. A motion was made by *Jessica Casey* to approve the June Regular Meeting Minutes and was seconded by *Donna Slatton*.
3. Good News Report – We have hired for the following positions: 1st grade teacher, 5th grade teacher, PASS coach and PASS para educator. We still have a custodian position to hire for.
4. Public Comment – Stakeholders shared their thoughts regarding the proposed dress code changes.

i) Mrs. Ashley Russo, a parent of one of our 4th grade students, stated that she is in favor of keeping the dress code. She shared the following concerns: “What are we teaching our kids?” “We want them to be confident.” “Their clothing doesn’t define them.” “What is offensive?” “Follow the rules or face the consequences.” Mrs. Russo asked, “Not to do away with the policy as it sets a precedence that scares me.”

ii) Ms. Anne Cook, a parent of two of our 4th grade students, stated that she is in support of getting rid of the dress code. She shared the following concerns: “clothing doesn’t fit;” “dress code or not, there will always be kids that look like hoodlums;” “don’t see the harm in extending the dress code;” “address those that are inappropriate;” “rather have a teacher focus on learning than on the clothes.”

iii) Mrs. Brandi Taylor, a parent of one of our 5th grade students, stated that she is in support of getting rid of the dress code. She shared the following concerns: “kids with sensory issues;” this year her child was “singled out regarding why she gets to wear something others don’t;” “difficult to find clothes.”

iv) Ms. Kelly Taylor, a parent of one of our 1st grade students, stated that she is in support of getting rid of the dress code. She shared the following concerns: “struggle to even find pants;” “socks are a nightmare;” “first time coming to this school and I don’t want her to be uncomfortable;” “hard to find things to wear that she will be comfortable with;” “every kid is who they are regardless of what they wear.”

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

1. Assessing Student Achievement

i) Determine how principal and staff will monitor whether students are performing at grade level or meeting expected standards. MAP and KSI data will be analyzed and discussed by principal and staff.

1. Student Achievement Report

i) Determine when the principal will make a report to the Council regarding student achievement. Student data will be reported to the council in the following order: September, October (fall MAP), January (winter MAP), February (anecdotal/KSI), April (intermediate MAP), May (primary MAP), and June (end of year data). KPREP data will be shared with the council either in a monthly meeting or special called depending upon when it is released.

**3. Planning**

1. New Members- Michelle Tobias (2nd year parent rep), Barbara Cornett (1st year teacher rep), Donna Slatton (reelected teacher rep), Penny Ellis (2nd year teacher rep), and Jessica Casey (1st year parent rep)
2. 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

iii) PTA was mentioned to the council. Michelle Tobias was elected President, Ashley Russo was elected Treasurer and Penny Ellis was elected Secretary. Anne Cook expressed interest in being the Vice President.

**4. Budget Report**

1. June Schedule of Balances – June schedule of balances will be reported to the council in August.
2. Needs Request Items- The following items were granted: 30 chrome books, window blind replacements throughout the building, replacement rocks out front, and more mulch for the playground. Woodland will also receive Flexible Focus Funds (textbook funds) which will be utilized to purchase Everyday Math Reference books in order for each classroom to have a complete set. Question was presented to the council regarding the possibility of taking home an Everyday Math Reference book to help with homework. In response, it was shared that students would be able to take home the reference book once a contract was signed by parent stating that they replace the book if it were lost or damaged.

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

1. Committee Reports- No reports at this time as the committees have not met.

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

1. Wellness Policy- the Wellness Policy was reviewed by the council for the 3rd reading. The WatchDog program was added to the parent organizations list. A motion was made by *Penny Ellis* to approve the Wellness Policy and was seconded by *Michelle Tobias*. All members of the council agreed to the Wellness Policy approval and stated, “I.”
2. Quorum & Consensus Bylaw- the council reviewed the bylaws for consensus, consensus failure and quorum. As the council chair, Mrs. Tarquino shared that she feels any instances where the council needs to vote for approval should only take place when there is equal representation of parent and teacher members. The council agreed with this recommendation and all members stated, “I.”
3. Lesson Plan Policy- Mrs. Tarquinio shared with the council the proposed policy that was originally created in the 2015-2016 school year. The 2nd reading of this proposed policy will take place at the August monthly meeting.

**7. Old Business**

1. Dress Code Policy- the council reviewed and discussed the Dress Code Policy for the 2nd reading. Four members stated, “Yes,” and two stated, “No,” to take out the option for patterns. All members agreed to keep the statement, “Solid, striped, plaid or floral,” in the dress code with regard to shirts. A motion was made by *Barbara Cornett* to approve the 2016-2017 Dress Code Policy and was seconded by *Michelle Tobias*. All members of the council stated, “I,” to agree with the approval. The council then discussed creating a parent waiver in which parents/guardians would sign a paper giving permission to school personnel to provide clothing to student who were in need without having to call home first.
2. ATLI Information- Penny Ellis shared with the council information about ATLI (Activating Teacher Leadership Institute) to include the staff assets inventory, data dive, timeline and action plan. ATLI updates will be shared with the council monthly during committee reports.

**8. New Business**

1. Extended Days for Assistant Principal- Mrs. Tarquinio made a proposal to the council to add three additional extended days to the Assistant Principals paid work days which would amount to a total of $450 to be paid out of PPA funds. The council suggested increasing the number of extended days up to seven. The new proposal stated, “For the 2016-2017 school year, we will pay the Assistant Principal up to an additional seven work days to be funded through the general funds.” A motion to approve the additional extended days was made by *Penny Ellis* and seconded by *Jessica Casey*.
2. Set Meeting Schedule for 16-17- the council discussed possible meeting dates and times for regular monthly meetings. It was determined that monthly SBDM meetings would be held on the 1st Wednesday of each month at 5:30 p.m. Variations will occur in October (12th) and April (12th) due to fall and spring break. Mrs. Tarquinio will look into by laws for a meeting time cap.
3. Email notices- Mrs. Tarquinio presented to the council members the option to receive council notices via email. All council members agreed and signed the acceptance notice.
4. Managing Public Records- Mrs. Tarquinio presented to the council members the confidentiality form with regard to managing public records. All council members signed the notice.
5. Freedom of Speech and Religious Freedom Laws- Mrs. Tarquinio presented to the council members the Freedom of Speech and Religious Freedom Laws. All council members signed the notice.
6. Records Retention Rules- Mrs. Tarquinio presented to the council members the Records Retention Rules.

**9. Upcoming Deadlines/Next Meeting Date and Preliminary Agenda**

1. Upcoming deadlines

i) July 30th- Training deadline for new council members whose term began July 1

ii) October 28th- Training deadline for experienced council members whose terms began July 1st.

A motion was made by *Penny Ellis* to adjourn the meeting and seconded by *Jessica Casey*. Meeting adjourned at 7:53 p.m.