**Woodland Elementary School**

**October 12, 2016/SBDM Minutes**

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

**1. Opening Business**

The meeting was called to order at 5:30 p.m.

1. Agenda approval - A motion was made by *Jessica Casey* to approve the October agenda and was seconded by *Barbara Cornett*.
2. September Regular Meeting Minutes- A motion was made by *Michelle Tobias* to approve the September Regular Meeting Minutes and was seconded by *Jessica Casey*.
3. Good News Report – Kagan Win-Win professional development was phenomenal. We have heard teacher testimonials of how the win-win discipline approach is working. Mrs. Tobias shared that we have an anonymous sponsor to help us get new Academic Team t-shirts.
4. Public Comment – None

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

1. Assessing Student Achievement

i) Fall MAP Data- The council reviewed grade level reports and data for concept breakdowns in the areas of reading and math. The council discussed areas of celebration, as well as, areas of concern with the data from each grade level.

**3. Planning**

1. Monthly Review

i) **September**- 5th- Labor Day holiday, 7th- SBDM meeting and Mid-Term Progress Reports go home, 9th- Beta Jeans Day, Patriot Day Observance, September Birthday Celebration and Rotary Smiles (3rd grade), 12th- PTA Board meeting, 15th- International Dot Day, Classroom Mission Statements posted outside classroom and HCS Board meeting, 20th- High Attendance Day, 22nd- PASS Team visit, 23rd- BETA Service Day (college spirit wear), 26th-30th- Fall Book Fair, 27th- PBIS Meeting, 29th-4th/5th Grade Performance Education Rocks, 30th- WWoF Breakfast

ii) **October** – 3rd-7th- Fall Break, 12th- 1st Quarter Report Cards go home, 14th- Fire Safety Day during specials rotations and October birthday celebration, 20th- Academic Team goes to Wiz Kids, 21st- Bus Driver Appreciation Day and Fall Festival from 5:30-7, 24th-28th- Red Ribbon Week, 25th- PBIS Meeting, 26th- KPREP Awards, 28th- WWoF Breakfast, Beta Service Day dress as favorite book character

iii) **November**- 1st- PGPs and SGGs due in ASSIST for teachers, 4th- ATLI training, 7th & 8th- No school, 11th- Veteran’s Day Luncheon and Program, 18th- Beta Service Day, WWoF Breakfast, and PTA Movie Night, 22nd- PBIS Meeting, 23rd-25th- Thanksgiving Break, 30th- SOAR awards

1. KPREP Results Review- The council received the following documents:
* 2016 Test Score Graphs: Achievement/GAP/Growth: Novice reduction crushed us; the number of novice was high. We will go back to focusing on every student individually regarding areas of need.
* Facilitator Notes: Council reviewed Student Growth Percentile Calculation
* Tested Students School Summary: Now breaks down areas/categories for subject areas
* End of Year MAP Data (HCS Data Portfolio): Questions was raised- Are all 2nd graders enrolled or do they have to be added? How is the iRead usage calculated on this report?
* **Staff will analyze data and create a 30/60/90 day plan to share with the council.**
1. Needs Assessment and Timeline for the Planning Process: Findings were from out data; CSIP due January 1st; ALM will work on it next month and will be done in November.
2. February PL Day: Propose modified February PL Day-1/2 self created and ½ student-led conferences for second half of the day; this is to address KPREP needs. PD will be determined through survey data collected from the staff. The council accepted the proposed PLD schedule. It will start at 8 with a break at 11, but staff will be allowed flexible scheduling based on stakeholder need. Teachers will need to keep a log of attempts to schedule conferences and make note in IC contacts. PD plan will be ready and submitted tomorrow for February.

**4. Budget Report**

1. October Schedule of Balances – October Schedule of Balances was reported to the council. A question was raised regarding grade specific donations. If a grade level receives a donation, the money will be placed in the grade level specific budget account. Additionally, a question was raised as to why #3,472 was taken out of the field trip fund. Mrs. Tarquinio will look into this with the office manager and report back to the council. A motion was made by *Michelle Tobias* to approve the October Schedule of Balances and seconded by *Barbara Cornett*.

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

1. September Accident Report- September Accident Report was reviewed by the council.
2. FRC Report- The council received and reviewed the October FRC report provided by Mrs. Jenkins.
3. Committee Reports

i) Program Review Committee- The council reviewed the minutes from the Program Review Committee’s last meeting.

ii) Planning, Profession Development and Budget Committee- The council reviewed the minutes from the Planning, Profession Development and Budget Committee’s last meeting.

iii) Curriculum, Instruction and Assessment Committee- The council reviewed the minutes from the Curriculum, Instruction and Assessment Committee’s last meeting.

 iv) Culture Wellness and Resources Committee- The agenda was amended to add the Culture Wellness and

Resources Committee. All council members approved the proposed amendment. The council then reviewed the minutes from the Culture Wellness and Resources Committee’s last meeting.

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

i) Review of Emergency Plan Policy- The council reviewed the Emergency Plan Policy and at this time no changes were recommended. RPD came to the school to review the policy and will return on November 2nd to talk to the staff during the faculty meeting.

ii) Writing Policy- The council conducted the 1st reading of the Writing Policy. Council members were asked to review and give feedback by next Tuesday for committees to review at their meeting on Wednesday. 2nd reading for council approval will occur at next month’s SBDM meeting.

iii) Program Appraisal Policy- The council conducted the 1st reading of the Program Appraisal Policy. Council members were asked to review and give feedback by next Tuesday for committees to review at their meeting on Wednesday. 2nd reading for council approval will occur at next month’s SBDM meeting.

**7. Old Business**

1. Technology Use Policy- The council conducted the 2nd reading of the Technology Use Policy. No additional changes, questions or suggestions were made. A motion to approve the Technology Use Policy was made by *Penny Ellis* and seconded by *Michelle Tobias*.
2. Field Trip Policy- The council conducted the 2nd reading of the Field Trip Policy. No additional changes, questions or suggestions were made. A motion to approve the Field Trip Policy was made by *Jessica Casey* and seconded by *Michelle Tobias*.

**8. New Business**

1. Council Training Verification- All council members have completed their required training and submitted their training certificate.
2. Agenda Inclusion Form- Wendy Astrologo provided a form for us to use for stakeholders if they would like to address the council. The council reviewed the suggested form and did not have any suggested changes or questions. A motion to approve the provided Agenda Inclusion Form was made by *Penny Ellis* and seconded by *Jessica Casey*.

**9. Ongoing Learning**

1. Textbook Adoption Updates- In order to use the Flexible Focus Funds (textbook funds), there is a need for SBDM approval and must show process we went through to recommend adoption.

**10. Upcoming Deadlines**

1. October 28- Training deadline for experienced members
2. November 1st- report to superintendent designee SBDM Council members and training info

A motion was made by *Penny Ellis* to adjourn the meeting and seconded by *Jessica Casey*. Meeting adjourned at 6:53 p.m.