**Woodland Elementary School**

**September 7, 2016/SBDM Minutes**

*Members Present*: Dawn Tarquinio, Penny Ellis, Donna Slatton, Barbara Cornett, and Michelle Tobias.

*Members Absent*: Jessica Casey. *Guests*: Ashley Brus, Stacey Brawner, Wendy Astrologo, and Laurie Timmons.

*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 *Penny Ellis* to approve the September agenda and was seconded by *Donna Slatton*.
2. August Regular Meeting Minutes- A motion was made by *Barbara Cornett* to approve the August Regular Meeting Minutes and was seconded by *Penny Ellis*.
3. Good News Report – We have had a steady dose of volunteers helping out our teachers, as well as, with school-wide needs. The extended time provided for classes to take their MAP test is going well as students are able to finish.
4. Public Comment – Ms. Timmons, a WKU student teacher, loves the experiences she has had at Woodland with the students and staff.

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

1. Assessing Student Achievement

i) Preliminary MAP data- MAP reading and math is not completely finished at this time; right now the scores we do have show that we are a little lower in the mean RIT to the grade level norm. Although we don’t have all students done, the data shows that we are not far off from the norm. At next month’s SBDM meeting we will have completed data that will be the foundation for our “apples” data. The apples to apples comparison will occur after the next testing session.

1. State Assessment Results- Scores will be released to the public around fall break. Linda Reed stated that administration may be able to share with the staff around September 15th. KPREP data we are getting this year cannot be compared to last year’s data as the target changed again. We need to do some heavy duty goal setting with our MAP data as it aligns closely with KPREP.

**3. Planning**

1. Monthly Review

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

ii) **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/5ht Grade Performance Education Rocks, 30th- WWOF Breakfast

iii) **October**- 3rd-7th Fall Break, 12th- 1st Quarter Report Cards go Home, 14th- Fire Safety Day during specials rotations and October Birthday Celebration, 21st- Bus Driver Appreciation Day, 25th- PBIS Meeting, 26th- KPREP Awards, 28th- WWOF Breakfast, Beta Service Day (dress as favorite book character)

1. New Member Orientation- Mrs. Casey is our only new member. At this time, we are unsure if the training has occurred. We will check and put it on the agenda again for next month’s SBDM meeting. Old member training will occur on September 20th from 4:30-7:30 p.m.
2. Gap Targets- We can pick our own formative data to discuss; waiting to see if we have KPREP results by October 1st. During the next couple of PLC’s, staff will discuss current data and goal setting for closing the achievement gap; utilize MAP as formative data and compare with KPREP data. This will help us determine formative changes about our instruction based on student proficiency.
3. Emergency Plan- Our safety plan is already in CIITS and is monitored/shared annually with Radcliff PD. We are currently waiting on an officer to be available to practice the lock down drill. We are required to have two fire drills and a tornado drill within the first two weeks. After that, fire drills are held monthly and all other drills are required in specific months. After completion, the time is sent to C.O.

**4. Budget Report**

1. August Schedule of Balances – August Schedule of Balances was reported to the council. A motion was made by *Michelle Tobias* to approve the August Schedule of Balances and seconded by *Barbara Cornett*.

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

1. August Accident Report- August Accident Report was reviewed by the council.
2. Improving Current Programs

i) Reading Street Training- The training went well as our presented was a previous Woodland teacher who had taught the program and showed the staff how to implement the components as a classroom teacher.

1. Committee Reports

i) Program Review Committee minutes- The committee reviewed a webinar that explained the new program review structure.

ii) Technology Use Policy- The council reviewed the proposed Technology Plan for the first reading. At this time, there are no questions or suggestions for revision from the council, so the proposed plan will go back to the committee. The second reading will occur at next month’s SBDM meeting.

iii) Field Trip Policy- The council reviewed the proposed Field Trip Policy for the first reading; request from KDE. The policy will be sent back to discuss the statement regarding fees and the second reading will occur at next month’s SBDM meeting.

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

i) Review of Enhancing Student Achievement Policy- The policy was shared with the council as it had been

updated last year. The council has no additional suggestions for change at this time.

ii) Alignment with State Standards Policy- The council reviewed the Alignment with State Standards Policy. There were no suggestions for change from the council to take back to the Curriculum and Instruction Committee.

**7. Old Business**- None

**8. New Business**

1. Agenda Approval Rules- Mrs. Tarquinio provided the council with a handout and the council reviewed the stated agenda procedures. The question was asked, “What is the standard form?” The council will come back to approve the bylaw in next month’s meeting pending the determination of the standard form.
2. Minutes Rules- The council was presented with the current bylaw for Minutes Rules. The council had no suggestions for change and accepted the bylaw as it is written, as well as, committed to ensuring the procedures are consistently followed.

**9. Ongoing Learning**

1. SBDM Council Calendar- Mrs. Tarquinio shared the member’s only portal on KASC’s website which she checks often to understand what is coming up. Mrs. Tarquinio then shared with the council the School Safety Diagnostic in ASSIST.

**10. Upcoming Deadlines**

1. September 15- Adjustments in school board allocations for staffing and PD
2. October 1- Closing the Achievement Gap Diagnostic due in ASSIST
3. October- Council is responsible for analyzing state test results
4. October 1- School Safety Diagnostic due in ASSIST - DONE

A motion was made by *Barbara Cornett* to adjourn the meeting and seconded by *Penny Ellis*. Meeting adjourned at 6:48 p.m.