



**CLAYS MILL ELEMENTARY**  
Regular SBDM Meeting  
Tuesday, September 3, 2019 – 3:30 PM  
Clays Mill Elementary Conference Room

## **Minutes (DRAFT)**

### **I. Opening Business**

- a. Call the meeting to order at 3:30pm motion made by M. Skeel, second by G. Webb. Attendance: Grant Davis (principal), Kevin Lyne (parent), Scott Sheets (teacher), Melissa Skeel (teacher), Gayla Webb (teacher), Kathy Theis (secretary), and Bret Ripley (parent)
- b. Approval of Agenda, motion made by M. Skeel, second by G. Webb.
- c. Approval of August regular and special meeting minutes (8/16/19 and 8/26/19), motion to approve meeting minutes made by M. Skeel, second by K. Lyne.
- d. Public Comment: None at this time.

### **II. Student Achievement Report/Data**

- a. Assessing Student Achievement: At the end of the month the administrative team will receive KPREP data from last school year. MAP testing is finalizing this week. Next month we will be discussing data trends and next steps for student achievement.
- b. 2019-2020 ESS Proposal: This year we have been allotted \$7,492 for Extended School Services. This is less than what we were allotted last year but it is based on enrollment numbers. The proposed plan is similar to last year's plan which uses KPREP/MAP/FAST data to determine student need and student eligibility for the program. Motion to approve the ESS Proposal made by B. Ripley, second by K. Lyne. Consensus was met by council.

### **III. School Improvement Planning**

- a. Monthly Review and Timeline: We are currently in the progressing monitoring, Phase One. The updated progress monitoring notes for goal 1, objective 1 (By 2019, Clays Mill Elementary will increase the combined proficiency percentage of proficient/distinguished from 71.2% to 74.0% in math and reading) are as follows: principal and grade level teachers meet once a week to focus on unit development using the Plan/Do/Study/Act model after the Big 4 PLC Questions, active participation technique usage data is collected through regular administrative walk-throughs and shared with staff monthly, and High Yield Strategies of Teacher Clarity and Classroom Discussion were used during a non-flex professional development day on August 12th and teachers will have access to high yield strategy professional learning resources as an option for Professional Growth Plans during the 2019-2020 school year.

The updated progress monitoring notes for goal 2, objective 1 (By 2019, Clays Mill Elementary will increase the combined proficiency percentage of proficient/distinguished from 68.2% to 71.4% in science, social studies, and writing) are as follows: principal and grade level teachers meet once a week to focus on unit development using the Plan/Do/Study/Act model after the Big 4 PLC and each grade level reviews and studies standards, develops learning intentions, success criteria, and common formative and summative assessments for review.

The updated progress monitoring notes for goal 3, objective 1 (by 2019, the combined reading and math proficiency of students that qualify for free or reduced lunch will increase from 50% to 55.0%) are as follows: MTSS coordinator worked with principal worked principal and leadership team to develop an updated Tier 2 intervention model, and principal, PGE coach, and counselor attended CRTL (Culturally Responsive Teaching and Learning) trainings at the Superintendent Leadership Institute and will use the professional learning to build capacity on best practices with staff.

The updated progress monitoring notes for goal 5, objective 1 (by 2019, the combined reading and math proficiency of students with disabilities meeting or exceeding growth targets will increase from 48.9% to 54.0%) are as follows: All 4th grade teachers have been training in the co-teaching model with four subject areas, and co-teaching training provided to new co-teaching teachers and teams through CCLD or CKEC.

The updated progress monitoring notes for goal 6, objective 1 (Increase the percentage of students who are "transition ready" in math from 67% On Track to 70.3% On Track AND in reading from 73% On Track to 75.7% On Track by the year 2023, as measured by MAP ACT Projected Proficiency) are as follows: Principal and grade level teachers meet once a week to focus on unit development using the Plan/Do/Study/Act model after the Big 4 PLC Questions and principal and PGE coach attended High Yield Strategy training to build capacity with staff.

#### **IV. Budget Report**

- a. MUNIS and Activity Fund Reports: At this time a few purchases have been updated on the MUNIS report including library purchases and general supplies. Since school has started approximately \$7,000 has been spent. As for the Activity Fund Report, some money is starting to be collected due to back to school fees. There is a question concerning \$39.00 in the line item "5th Grade Fee" that is going to be followed up with next month.

#### **IV. New Business**

- a. Extended Field Trip Requests: Mr. Sheets proposes an extended day field trip, 2 days/3 nights for 5th grade students to go to Pine Mountain during the week of November 11th. Motion to approve the field trip made by G. Webb, second by M. Skeel.
- b. Requests for Professional Leave: Mr. Sheets is proposing to attend the NCTM in Nashville over fall break which will approximately cost the school around \$600. Motion made to approve made by B. Ripley, second by G. Webb.
- c. Motion to approve the School Profile Report made by M. Skeel, second by B. Ripley. All members signed the document.

- VI. Adjournment:** Motion to adjourn the meeting at 4:32pm made by S. Sheets, second by K. Lyne.

Portions of this meeting may be closed pursuant to KRS 61.810 (1)(f) of the Open Meetings Act.