



**CLAYS MILL ELEMENTARY**  
Regular SBDM Meeting  
Tuesday, July 2, 2019 – 3:30 PM  
Clays Mill Elementary Conference Room

## **Meeting Minutes (DRAFT)**

### **I. Opening Business**

- a. Call meeting to order at 3:30pm, motion made by B. Ripley, second by M. Skeel. Attendance: Grant Davis (principal), Kathy Theis (secretary), Melissa Skeel (teacher), Bret Ripley (parent), Kevin Lyne (parent), Alyssa McSpadden (teacher/guest).
- b. Approval of Agenda, motion made by M. Skeel, second by K. Lyne.
- c. Approval of June regular meeting minutes (6/4/19) and special meeting minutes (6/21/19), motion made by M. Skeel, second by B. Ripley.
- d. Good News Report: Our custodial staff is working very hard to complete summer work, they are ahead of schedule and teachers have been able to begin getting classrooms prepared for fall!
- e. Public Comment: None at this time.

### **II. School Improvement Planning**

- a. Review progress on 2019 School Improvement Plan: Second quarter notes were added to the document reflecting April to July progress. Proficiency goal #1, #2, and #6 stated that classroom teachers created a student or parent voice survey to receive feedback regarding instructional practices, communication, work experiences, overall experiences, etc. Goal #3 stated that CME staff and parents completed PBIS required surveys to help provide feedback as well as principal communicated with district staff on training that will hopefully be imbedded during the back to school staff training as well as throughout the school year. Goal #5 stated master scheduling occurred to increase co-teaching in classrooms.

### **III. Bylaws Review:** A review of the current bylaws was held. We will review the bylaws for the upcoming year as regulations will be reviewed and possibly need to be updated.

### **IV. Budget Report**

- a. Review 2019-2020 MUNIS Budget: This current report is from an account that will be available again on July 25th, 2019. There is \$58,515.00 to spend for the 2019-2020 school year.

### **IV. New Business**

- a. Council Training: Council members have until October to complete training.
- b. Council "To Do" List

- i. Set 2019-2020 Meeting schedule: Dates for regular meetings are as follows: August 6th, September 3rd, October 1st, November 12th, December 3rd, January 7th, February 4th, March 3rd, April 7th, May 5th, June 2nd.
- ii. Email notice forms: Shared with council and signatures were collected.
- iii. Your Duty Under the Law and Managing Public Records: Materials have been copied and provided for council members.
- iv. Freedom of Speech and Religious Freedom Laws: Materials have been copied and provided for council members.
- v. Select Vice-Chair: Motion to nominate Scott Sheets as vice-chair made by M. Skeel, consensus by council.

**V. Ongoing Learning**

- a. Background Checks for Parent Members: Information has been shared with parent members and additional forms will be sent via email.

**V. Closed Session for Hiring Consultation:** Motion to go into closed session at 4:21, made by B. Ripley, second by M. Skeel. Motion to end closed session at 4:31, made by M. Skeel, second by K. Lyne.

**VI. Adjournment** at 4:32pm, motion made by B. Ripley, second by S. Sheets.

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