

# CLAYS MILL ELEMENTARY SBDM COUNCIL



Regular Meeting  
Tuesday, November 9, 2021– 3:30 PM  
Clays Mill Elementary Library

## MEETING MINUTES

### OPENING BUSINESS

- a. Welcome, call meeting to order at 3:31 PM, motion made by S. Sheets, seconded by G. Webb. Attendance: Grant Davis (principal), Scott Sheets (teacher), Melissa Skeel (teacher), Gayla Webb (teacher), Kevin Lyne (parent), Mandy Brajuha (parent), and Kathy Theis (secretary).
- b. Approval of Agenda, motion made by M. Skeel, seconded by M. Brajuha.
- c. Review Meeting Norms
- d. Approval of October meeting minutes, motion as amended made by M. Brajuha, seconded by G. Webb.
- e. Public Comment: None at this time.

### STUDENT ACHIEVEMENT/REPORT DATA

- a. Student Achievement Report: We are beginning a new process tomorrow in first and second grade called RISE to help support small group reading instruction. We were able to pilot this in second grade prior to COVID and saw success, which has led us to grow and expand this work with first grade.

### SCHOOL IMPROVEMENT PLANNING

- a. Monthly Review: Currently our committees have been working on developing a focus for our school improvement plan based on the Key Core Work Processes. After identifying which processes each committee felt were the greatest impact for our school to consider, a staff survey was shared to narrow down even further what areas will best support student achievement.
- b. Needs Assessment Review: Phase 2 is The Needs Assessment for Schools Understanding Continuous Improvement. The needs assessment includes the protocol on how to determine the need, trends of data, the current state of achievement, priorities/concerns, strengths/leverages, and evaluate the teaching and learning environment (Key Core Work Processes).
- c. Plan Development Timeline: In addition to the above mentioned work, a parent survey will be sent out in late November to continue the work of the needs assessment and guide our focus. Phase 3 is the finalization of the School Improvement Plan and professional development plan, due January 1st, 2022.
- d. October Committee Reports: Curriculum, Instruction, and Assessment worked on Key Core Work Processes. SEL/Equity/Wellness worked on Key Core Work Processes, reviewed some of the Caring Schools Community Student Data from Round 1 Survey, addressed an Issue Bin item, and Holidays Around the World morning news information. PBIS worked on Key Core Work Processes, completed Tiered Fidelity Inventory, and determined to focus on a December behavior challenge since November is focusing on the PTA Gobble Wobble. Operations worked on Key Core Work Processes and working through how to have volunteers in the building in the future.

### BUDGET

- a. Budget Reports: The majority of change made on the budget from last month is a purchase order of paper for the school year, copier rental, and professional services (paper shredding bins). A transfer into 0840 Sec6 Contingency of \$2,066.00 was made by the district. Motion to move \$9,053.00 from 0840 6C Contingency to 0610 6C General Supplies to begin working on a budget to spend by the end of the school year, made by S. Sheets, seconded by K. Lyne.
- b. ESS Proposal (Extended School Services): The proposal includes the approximate cost includes certified staff and benefits to teacher after school tutoring groups (approximately 5 staff members, 4 at three hours per week and 1 at two hours per week) for a total of \$9,531.20 to serve 30 students. Groups of students would be no more than seven students to provide intentional and

individualized support. Motion to approve the current plan made by M. Skeel, seconded by M. Brajuha.

- c. Supplemental Duty Approval: Motion to approve supplemental duty pay for after school activities/clubs (Battle of the Books) for \$600 made by G. Webb, seconded by K. Lyne.

#### **BYLAW OR POLICY REVIEW/READINGS/ADOPTION**

- a. Alignment of State Standards: Motion to amend the policy with the addition of "We will implement this process to address our alignment with state standards and the resulting plan will be monitored by the council through ongoing implementation and impact checks." made by M. Brajuha, seconded by S. Sheets.
- b. Program Appraisal: Motion to amend the policy with the addition of "We will implement this process to address the effectiveness of all our programs with procedures consistent with local board policy. The resulting plans for improvement will be monitored by the council" made by M. Skeel, seconded by S. Sheets.

#### **NEW BUSINESS**

Motion to go into closed session for consultation at 4:29 PM. Motion to adjourn closed session at 4:35 PM made by M. Skeel, seconded by M. Brajuha.

#### **ADJOURNMENT**

Motion to adjourn meeting at 4:40 PM made by M. Brajuha, seconded by K. Lyne.

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