

# Yates Elementary School

## Advisory Meeting

September 13, 2022 | 3:00 PM | Advisory Council

### Council Members

Liz Kirk, Chair	Andrea Newman, Teacher	Johna Thomas, Teacher	Lamesse Salem, Teacher	Heather Osborne, Teacher	Katie Washington, Member
Liz Rogers, Member	Mary Hodge, Teacher	Jill Wells, Teacher	Brenda Smith, Teacher	Brooke Kinchloe, Member	Michelle Thomas, Teacher
Katie Mills, Teacher	Julie Dowdell, Member	Laura Ellis, Member	Danielle Mattingly, Teacher		

Agenda Item	Lead	Minutes
<u>Opening Business</u> A. Welcome B. Agenda Approval C. Approval of Minutes D. Good News Report E. Public Comment F. Meeting Norms	L Kirk	B./C. Legally required for SBDM meetings (these would have to be approved) D. MAP Testing completed, Yates has been in the local news (Kindergarten Signing Night, Backpack Donations) E. No Public Comment F. Norms Developed: <ul style="list-style-type: none"> <li>❖ Start On Time</li> <li>❖ On Task</li> <li>❖ Be Respectful</li> <li>❖ Confidential In All Things</li> </ul>
<u>Student Achievement Report/Data</u> A. Measuring Student Achievement	L Kirk	A. PLC meetings weekly with teams to look at formative/summative data & MAP to determine whether or

<p>B. Accelerating Learning- High Impact Tutoring</p>	<p>not students are meeting standard mastery</p> <p>B. Team Time (Tier 2 School) opportunity for reteaching on essential standard(s) ESS Coordinator: Olivia Claypool</p>
<p><u>School Improvement Planning</u></p> <p>A. Monthly Review B. Planning Process</p>	<p>L Kirk</p> <p>A. Teacher Clarity, PLC &amp; MTSS focus for the school year. We have walkthrough data showing that the majority of our school is displaying Learning Intentions/Success Criteria displayed, activities aligned, and referring back to it during instruction. PLC started this week (handbook and documentation shared). MTSS- using eOS system throughout the building to ensure consistency.</p> <p>B. Comprehensive School Improvement Plan discussed (Phase One, Needs Assessment Diagnostic due by October 1st.</p>
<p><u>Budget Report</u></p> <p><u>Committee Reports</u></p> <p><u>Bylaw or Policy Review/Readings/Adoption</u></p> <p>A. Bylaws to Review: Quorum; Open/Closed Sessions</p>	<p>L Kirk</p>

B. Curriculum Policy

Old Business

L Kirk

New Business

- A. Required Documents

Ongoing Learning

- A. Update council members with KASC
- B. Council Training
- C. Constitution Day

Upcoming Deadlines

Adjournment

Advisory Members were given the following documents:

- 2022 Open Records (signature page is the last page and signed by all members)
- Managing Government Records
- Proof of Receipt (signed by all members)

Given To Advisory Members:

- Annual Doc 158.183
- Display of National Motto 158.195

Ongoing Learning:

**a. Update council members with KASC**  
**IMPORTANT — When new members are elected, please email our Tech Department the following:**

Newly Elected Members	Outgoing Council Members
• name	• name
• title	• title
• email — this serves as the member log in	• email

We will get your members updated, so they won't miss out on any member benefits. If any council member has difficulty logging in, please contact [tech@kasc.org](mailto:tech@kasc.org).

**b. Council Training**  
 Check to make sure all council members have completed their required annual training or are scheduled for an upcoming training. If anyone has not registered, check to see if the district still has offerings or [see KASC options](#) for training. We will likely be adding more dates in the fall.

**c. Constitution Day**  
 All K-12 schools that receive federal funding are required to commemorate Constitution Day, September 17. That falls on a Saturday for 2022, so Constitution Day should be held during the preceding or following week (September 12-21). This is not a council requirement, but KASC includes it as a school reminder.  
 Resources: [Constitution Day Toolkit](#), offered by the Civic Renewal Network, has activities and lessons for school and home. A collection of websites is available on the KDE website under the title [Constitution Day](#).

Upcoming Deadlines:

**UPCOMING DEADLINES**

**Aug 1-Oct 1** — Phase One of School Improvement Planning: Continuous Improvement Diagnostic; Progress Monitoring continues through Dec 1

**(Prior to first day of school)** — Principal will review Emergency Plan with all school staff. *(see more on Emergency Plan Policy below)*

**Training must be completed by:**  
**ASAP** — **New Members:** July 31 for terms beginning July 1  
**October 28** — **Experienced Members:** 120 days for terms beginning July 1  
**30 days** — **Filling a Vacancy:** new or experienced members

**Required documents to review:**  
**August 29** — Open Meetings and Records  
**September 15** — Freedom of Speech/Religion and Posting American Documents  
*(see more detail in New Business below)*

Adjournment:  
Motion to adjourn made by  
\_\_\_\_\_, second by  
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