

# DRAFT MINUTES



Glendover SBDM Council  
Regular Meeting Agenda  
Date August 17, 2021, Time 5:00  
Chair: Ben VanderHorst, Principal  
Secretary: Catie Furnish  
Vice Chair: Elizabeth Bowers  
Council Members: Jennifer Russell, Helen Anyaegbunam,  
Meredith Raybould, Brandon Clark

1. Opening Business
  - a. Introduction of Council Members and Guests
    - i. All members of the council are present, as well as guests on the livestreams and the meeting was called to order at 5:01pm.
  - b. Approval of the Agenda
    - i. The motion to approve the agenda was made by Elizabeth Bowers, seconded by Brandon Clark and passed unanimously.
  - c. Approval of the Minutes of the previous meeting
    - i. **ACTION** [July 21st Regular Meeting](#)
    - ii. The motion to approve the minutes of the July 27th special called meeting was made by Elizabeth Bowers, seconded by Helen Anyaegbunam and passed unanimously.
  - d. Good News Report
    - i. Thank you to the PTA for the welcome back breakfast provided to staff and for staff for hosting a wonderful Back to School night welcoming our families back to the 21-22 school year.
  - e. Public Comment
2. [School Improvement Planning Report](#)
  - a. Staff have participated in trainings
3. [Budget Report](#)
  - a. **ACTION** [Title One Spending Plan](#)
    - i. We have \$31,641.00 carried forward from the Title One Funds from last year, \$6,494.00 was spent on staffing, bringing the total to \$25,147.00, which has to be spent on instructional materials. The team leads recommended spending this money on the following items:
      1. Next Steps in Guided Reading Text Level Reading Assessment Kits (\$499.00), 2 per grade level at a total cost of \$5,865.00
      2. Classroom Rugs (Kindergarten: \$499.00, First Grade: \$360.00), 8 total rugs for K-2 at a total cost of \$5,363.00
      3. Viewsonic 55" wall mount boards (\$2,524.00), 5 for 4th and 5th grade teachers at a total cost of \$12,620.00
      4. World Map for Spanish at \$19.99
      5. Books written in Spanish language at \$162.65
      6. Leftover funds to cover miscellaneous shipping costs at \$1,116.35

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- ii. Discussion was made regarding training for 4th and 5th grade teachers for how to use the Viewsonic boards, PTA will be fundraising for Viewsonic boards to go next to 3rd grade and continue from 2nd-K teachers
  - iii. Helen Anyaegbunam motioned to approve the Title One spending plan, Brandon Clark seconded and it passed unanimously.
  - b. The School Activity account has \$29,188.22 to spend.
  - c. The Section 6 funds have negative funds in the Family Resource Center funds because the district needs to roll that money forward for this school year as well as grant money that needs to be carried forward. All other accounts are positive. A concern was brought up over the current copiers but the copiers are paid for by the district, not by these school fund accounts.
  - d. The Family Engagement budget has approximately \$3,000.00 and it will be discussed at the next meeting.
4. Committee Reports
5. Bylaw or Policy Report or Review
- a. [Council Bylaws Review](#)
    - i. This is the first read of bylaws. A change was suggested regarding the teacher election policy. It was recommended that a teacher volunteer who is not interested in running for SBDM will be responsible for organizing and implementing the teacher elections. Another change was suggested regarding the minority representation so that a typo can be fixed to read "minority" instead of "minotiry". The next change recommended was to charge the PTA for organizing the parent elections, rather than the principal. A change was suggested to include the wording, "that are willing to serve" regarding minority teacher representatives, rather than a requirement as currently stated. A typo of test instead of text and native were suggested to change. A change to change the "staff engagement" person to a "teacher volunteer" was suggested as well in multiple sections. A suggestion was made to remove attachment C (principal selection) and D (Consultation) as they are already included in the Bylaws.
  - b. Policy Reviews
    - i. [Safety and Emergency Plan](#)
      - 1. A suggestion was made to change the title to "The Emergency Plan Policy" rather than "School-Centered Emergency Management Policy".
    - ii. [Curriculum](#)
      - 1. A suggestion was made to send this policy to the curriculum committee to review. This policy needs to be two separate policies as "Curriculum" and "Instructional Policies", rather than one as it is written. A suggestion was also made to change the wording from "KEA" to "KDE" in the policy. A recommendation was made to note the latest revision date on the policies. The council recommended charging the Curriculum committee with reviewing this policy as well.
    - iii. [Technology Use](#)
      - 1. A suggestion was made to change the title of this policy to "Technology Use Policy" as the state recognizes it and to change that

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the "AUP will be housed in a binder in the librarian's office" to "they are located on IC" as well as to change the statement that "no child will be allowed internet access unless the AUP is signed" to "full access" as that is the district's policy. Another suggestion is to include chromebook agreement in this technology use policy as well as the AUP since each child is lended a school chromebook to use.

iv. Principal Selection

1. It is not a required school policy but you are required to adopt a policy when you are hiring a principal. A suggestion was made to add a note "In the event of a principal vacancy during the transition period between 2 councils the incoming SBDM council members will participate in the training and selection process in an advisory capacity in case a candidate has not been selected and presented to the superintendent by June 30th." into this policy.

v. Discipline and Classroom Management

1. This is currently called the "Behavior Management Policy" and a suggestion was made to name it the "Discipline Policy". Another change was suggested to change the wording of "the following student defined by law will not be tolerated" to "the following student behavior defined by law will not be tolerated:". It was recommended that the PBIS team reviews this policy and recommend any other changes to it as well.

6. Old Business

7. New Business

a. Email Notification

- i. This states that email may be utilized as a notification rather than news personally delivered to the council member in regards to meetings.

b. Enrollment Update

- i. The district allocates money to schools based on attendance. The March 2021 numbers were based on a 3-year average. The district has yet to notify Glendover of its current enrollment/staffing numbers for Day 4 of the 2020-2021 year. It is not projected that more hires will be necessary.
- ii. Currently, Kindergarten and 1st grade are above the district projected numbers, while 2nd-5th are below the projections.
- iii. The district's capacity of students in a class of K-3rd grade is 24 per class, 28 in 4th grade and 29 in 5th grade.
- iv. The projection for 2021-2022 Day 4 staffing at Glendover is 14.38 primary teachers which equals 14.5, and a loss of .5 of a teacher. The projection is 5.19 intermediate teachers which equals 6 teachers and the loss of .5 of a teacher. It is not likely that the district will require us to lose these positions.

c. Hiring Update

- i. We were fully staffed on Day 1 of the 2021-2022 school year.
- ii. MSD Paraeducator: Joyce Monday
- iii. 3rd Grade Teacher: Deborah Stull
- iv. Kindergarten Paraeducator: Kim Stinetorf

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## d. [Assessment Update](#)

### i. August & September Assessments:

1. K: Brigance to identify kindergarten readiness
2. 1st-5th: Galileo Reading/Math to identify standards readiness
  - a. Goal is to complete by 8/27/2021 to finish
3. 3rd-4th: CoGat/Iowa to identify gifted students
  - a. (normally 3rd grade students take but with the pandemic, 4th graders are taking this as well)
  - b. PTP services will continue until December and formal identifications for Gifted/Talented will begin in January.
  - c. Full clarification is forthcoming from the district regarding when services will begin.
  - d. Scoring is based on age percentiles.
4. 1st-5th: MAP to be taken on August 31 and September 1, 2021

## e. [COVID Quarantine Guidelines](#)

- i. Close distance guidelines with masks is 3 feet, without masks is 6 feet
- ii. District decision at the elementary level is to:
  1. quarantine an entire class if a student in the class tests positive
  2. If child does not test positive but has to quarantine because someone in their house does, individual child quarantines and not entire class
  3. The contagious period the district is recognizing is 2 days before they begin showing symptoms.
  4. If individual/small group is quarantined, plan is for student to complete work throughout day independently via Google Classroom and a check in on Zoom with monitoring of student work by Curriculum Coach to allow for support for a total of 6 hours of instructional time, which is the state's requirement to be marked as present in attendance during a quarantine.
  5. Students must show release letter from Health Department stating quarantine has ended in order to return to school. This will be sent by the parent/guardian to our administration.
  6. If whole class gets quarantined, plan is to provide 6 hours of instructional time with more live instruction from classroom teacher in addition to independent work.
  7. If a student tests negative within the 5-7 day window of being exposed, they may return to school, but must present the evidence of a negative test.
  8. School community will be notified of confirmed positive cases via Dojo.
  9. We are waiting on guidance from the district regarding how staff utilize sick days, COVID days and/or disability if they are having to be quarantined due to exposure at school or due to exposure of their children at school/daycare.
  10. This is subject to change at any given time.
  11. As a school, administration is looking at the numbers each Friday to make decisions regarding quarantines.

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12. There is a dashboard on the district website to showcase case numbers by school.

## f. Field Trips

- i. There is no current SBDM policy regarding field trips, meaning that the authority lies with the principal. Overnight or extended days need to be approved by the SBDM in order to go to the school board for full approval.
- ii. All field trips are COVID-19 pending.
- iii. It is not recommended any field trips are overnight or extended day at this time.
- iv. [4th Grade: Lexington Children's Theater](#) will be approved today by principal.

## 8. Other Agenda Items

### a. Items for Next Month

- i. [Alignment with State Standards](#) - Sample
  1. We do not currently have a policy. A recommendation was made to charge this to the curriculum committee to review this and present it to the SBDM for the September meeting.
- ii. [Committees](#) - Sample
  1. We do not currently have a policy. The current committees are Curriculum, Climate and Communication. A recommendation was made to charge this to the communication committee to review and/or send this to the leadership team to review. Another recommendation was made to engage families by including them in these committees with an invitation to attend the meetings.
- iii. [Instructional Practices](#)
  1. A suggestion was made to send this policy to the curriculum committee to review. This policy needs to be two separate policies as "Curriculum" and "Instructional Policies", rather than one as it is written.
- iv. [Wellness](#)
  1. No suggestions were made to revise this but the council will review it and bring recommendations to the next meeting.
- v. [Dress Code](#)
  1. We do not currently have a policy for this in the bylaws. A recommendation was made to move the technology use piece from the dress code to the technology use policy. A dress code policy is not a state required policy. It was also recommended to charge this to the climate committee to decide if we need something in addition to the student code of conduct, which includes dress code policies, to adopt as a policy or if we want to adopt an official dress code policy. Discussion was made agreeing that the district's student code of conduct was sufficient in adhering to dress code policies to students and families, but the council is open to feedback from the climate committee.

## 9. Adjournment

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- a. Jennifer Russell motioned to adjourn the meeting, Meredith Raybould seconded and the motion passed unanimously. The meeting adjourned at 6:17pm.