

## Draft Minutes 9/21/2021



Glendover SBDM Council  
Regular Meeting Agenda  
Date September 21, 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. The monthly meeting of the School Based Decision Making Council was held on Tuesday, September 21, 2021 at 5:00 PM, at Glendover Elementary, with all members of the SBDM council being present, besides Brandon Clark and there were no guests.

#### b. **ACTION** Approval of the Agenda

- i. The motion to approve the agenda was made by Elizabeth Bowers, seconded by Helen Anyaegbunam, and passed unanimously.

#### c. **ACTION** Approval of the Minutes of the previous meeting

- i. [August 17, 2021 Regular Meeting](#)
- ii. The motion to approve the minutes of the previous monthly meeting was made by Elizabeth Bowers, seconded by Jennifer Russell, and passed unanimously.

#### d. Good News Report

- i. Cross Country team has been improving. Ms. Inman sponsors and sends updates about that.
- ii. UK Nursing partnership has allowed for individual and small group mentoring supporting our students. In class instruction on hand washing and other safety measures are in place too.
- iii. Scholastic Book Fair raised more than \$10,000, which we will take 10% of that which means Glendover will net \$2,500.00.
- iv. Dot Day was celebrated last week.
- v. Hispanic Heritage Month began and has been celebrated throughout the building and a virtual performance will come at the end of the month.
- vi. Ms. Russell's class earned the PTA membership drive reward of a water balloon fight with Mr. V.
- vii. The PBIS planned event of lunch outside was a hit!

#### e. Public Comment

- i. No public comment.

### 2. [School Improvement Planning Report](#)

- a. Each grade level team has worked with our PLC professional development leader and moving into next month, we will begin to develop a new school wide improvement plan.

### 3. Budget Report

- a. [School Activity Fund](#)

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- i. Money needs to be sent to the Board of Education for us to spend it.
  - ii. These funds need to be student centered.
  - iii. \$34,000 is in the account.
- b. MUNIS
  - i. School funds are steady and will continue to be used throughout the year.
  - ii. There are a few negative accounts
    1. Supplement for Supervising Teachers: grant waiting for the district to close this account
    2. Family Resource Center: waiting for district to move funds to this account
    3. Title One: waiting for approval from the district to spend this on items decided upon at last month's SBDM meeting.
4. Committee Reports
  - a. No reports at this time.
5. Bylaw or Policy Report or Review
  - a. Policy Reviews (First Reading)
    - i. Alignment with State Standards
      1. Motion was made to adopt the State's sample policy.
    - ii. Instructional Practices
      1. The curriculum committee recommended that the policy be split into two policies: one for instructional practices and one for curriculum.
      2. One suggestion was made to combine two of the bullets together that are redundant.
    - iii. Wellness
      1. The council will charge this policy to the PBIS committee to review and update.
      2. A suggestion was made to take away the wording of the type of assessment needed to assess the health and wellness standards and to delegate what items fall under the teacher's discretion and/or the PE teacher's discretion.
    - iv. Dress Code
      1. The School Climate Committee did review this and suggested changes.
      2. There is a dress code statement in the Student Code of Conduct, but the committee wanted to have a more detailed description so there was no gray area and that it can be enforced within each realm of the student population.
      3. A suggestion was made to include a statement that will reference the Student Code of Conduct for additional information.
6. Old Business
  - a. **ACTION** Council Bylaws
    - i. Amendments were made from the discussion at last month's SBDM meeting.
    - ii. An addition was made to reflect that we will comply with the Open Meetings laws.

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- iii. The motion to submit the amendments of the Council Bylaws in writing was made by Meredith Raybould, seconded by Elizabeth Bowers, and passed unanimously.
  - b. Policy Reviews
    - i. **ACTION** [Emergency Plan](#)
      - 1. Wording was suggested to include, "included but not limited to" when referencing procedures in the emergency plan policy.
      - 2. The motion to approve the Emergency Plan was made by Elizabeth Bowers, seconded by Helen Anyaegbunam, and passed unanimously.
    - ii. **ACTION** [Curriculum](#)
      - 1. No changes were suggested by the Curriculum Committee.
      - 2. The curriculum committee recommended that the policy be split into two policies: one for instructional practices and one for curriculum.
      - 3. The motion to approve the Curriculum policy was made by Elizabeth Bowers, seconded by Jennifer Russell, and passed unanimously.
    - iii. **ACTION** [Technology Use](#)
      - 1. There were changes suggested regarding some wording including how students will not be allowed "full access" until they have the AUP signed, and that no student will be allowed to take the chromebook home until the agreement is signed by both student and parent/guardian.
      - 2. The motion to approve the Technology Use policy was made by Meredith Raybould, seconded by Helen Anyaegbunam, and passed unanimously.
    - iv. **ACTION** [Principal Selection](#)
      - 1. An addition was made to include the phrase, "in the event of a principal vacancy during the transition period of two councils, the incoming 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.
      - 2. The motion to approve the Principal Selection policy was made by Jennifer Russell, seconded by Elizabeth Bowers, and passed unanimously.
    - v. **ACTION** [Discipline](#)
      - 1. The PBIS committee reviewed this policy and recommended the wording from "counselors and social workers" to "counselors and mental health staff" to encompass more staff.
      - 2. The motion to approve the Discipline policy was made by Helen Anyaegbunam, seconded by Jennifer Russell, and passed unanimously.
7. New Business
- a. **ACTION** [School Profile Report](#)
    - i. The School Profile gives information regarding the programs in place at our school.
      - 1. Visual Arts: Concert band, orchestra, visual art, general music
        - a. 55 min/week

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2. Practical Living: Health Education and Physical Education
    - a. 15 min/week: Health
    - b. 38 min/week: Physical
  3. World Language: Spanish
    - a. Grant from the district
    - b. 55 min/week
  4. Career and Technical Education: program not offered
  5. The motion to approve the school profile report was made by Jennifer Russell, seconded by Helen Anyaegbunam, and passed unanimously.
- b. **ACTION** [Report Cards](#)
- i. Feedback from teachers showed concerns regarding report cards from
  - ii. Current procedure:
    1. K-2 has standards based grading and each grade level has similar report cards they use for this, but there have been modifications showing differences within each grade level.
    2. 3rd grade uses both standards based grading and lettered grades.
    3. 4th and 5th grade uses lettered grades in Infinite Campus.
    4. Special Area teachers give lettered grades to 4th and 5th grades.
  - iii. Suggestions for changes:
    1. K-3rd: standards based grading (letter grade)
      - a. ES: exceeds standards (92-100%)
      - b. MS: meets standards (83-91%)
      - c. PTS: progressing towards standards (74-82%)
      - d. AC: area of concern (65-73%)
      - e. NA: Was not assessed
      - f. Includes attendance, standards, rubric/key
      - g. Rubric/key will need to be translated into multiple languages
      - h. Transient students would have this follow them
      - i. EOY: print a full report, put in CUM, and very easy to implement
    2. 3rd: document that connects the levels on the standards based grading to a letter grade so families can see that bridge from primary to intermediate
    3. 4th and 5th: remain with lettered grades
    4. Special Area: move away from lettered grades for 4th and 5th and have a newsletter that communicates what is happening in these classes to families.
    5. Change the grading scale to reflect the middle/high school grading scale, but district says that the Board of Education has to approve this first.
    6. Mr. V will ask the district to train the teachers on this new system before fall break so teachers can start to create their report cards for Quarter 1.
- iV. The motion to approve the report cards policy was made by Jennifer Russell, seconded by Helen Anyaegbunam, and passed unanimously.

c. [COVID Update](#)

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- i. Identified a spread event within the after school program, but most cases have been stand alone events.
- ii. Every Friday, we track how many students are positive, quarantined, and total quarantined.
- iii. In total, there are 20 students who have tested positive since the first day of school.
- iv. Some of the students who are quarantined in one week are included in the same number of students quarantined in the next week if their quarantine time overlaps week to week.
- v. We were not selected to be part of the Test-To-Stay pilot which allows students to test M-W-F if they've been exposed to a positive covid case at school and if they test negative, they would be allowed to stay.
- vi. The district was allotted 20 NTI days and one elementary school has already used 3 of them, so closing down would be highly unlikely.
- vii. As cases have risen, students who have tested positive for COVID in the last 90 days do not have to quarantine.
- viii. No discussion has come from the district about requiring vaccinations for employees.

### d. **ACTION** [Professional Development Plan](#)

- i. This is the plan for staff to develop professionally in the 2021-2022 school year.
- ii. These include teaching strategies for ELA through Read to Achieve, SIOP/ELL, SEL, new Social Studies standards/curriculum, PLC work, and individually selected professional learning.
- iii. The motion to approve the PD Plan was made by Elizabeth Bowers, seconded by Helen Anyaegbunam, and passed unanimously.

### e. [Enrollment Update](#)

- i. Current enrollment = 501 students
- ii. K/1: heaviest grades with 91 students
- iii. 4th: lightest grade with 74 students (changed the birthday cut off for this group)

## 8. Other Agenda Items

### a. Items for Next Month

- i. MAP Data
- ii. KPREP Data (released publicly within the next 10 days)
  1. The state assessment system is changing again
- iii. CSIP
- iv. Committee Policies
- v. Grading Scale

## 9. Adjournment

- a. The motion to adjourn the meeting was made by Helen Anyaegbunam, seconded by Meredith Raybould, and passed unanimously. The meeting adjourned at 6:09pm.