

Highland-Turner Elementary
Site Base Agenda
Special Called Meeting
December 7, 2015
3:00 PM

- Call to Order/Roll Call
- Consider Approval of the Agenda
- Consider Approval of the Minutes
 - Elect Vice-Chair
 - Secretary
- Consider data for RTI and data room/PLC's
 - CSIP
- Discuss ER and Teaching and Learning Review
- Consider Curriculum
- Consider Budget
- Consider Policies
 - RTI Policy
 - Teacher Election Process
- Consider School Safety Plan
- Consider Instructional Assistant Position for Kindergarten
- Consider Gifted and Talented Position
- Concerns/Comments
- Communicating/Sharing-Students, Parents, and Teachers
- Adjournment

Highland – Turner Elementary

SBDM Special Called Meeting

12/07/2015

Meeting was called to order at 3:15 pm

Members present were: Sabrina McElroy, Kenna Spears, Tash Boyd, Mary Sloas

Absent members: Margaret Kincannon

Motion to adopt the agenda was made by Tash Boyd and was seconded by Mary Sloas.

Motion carried with all ayes.

Minutes from last meeting were not available. Minutes will be approved during next meeting.

Council elected Vice – Chair and Secretary.

Mary Sloas nominated Tash Boyd for Vice Chair position and was seconded by Kenna Spears.

There were no other nominees. Nomination passed with all Ayes and Tash accepted.

Kenna Spears nominated Mary Sloas for secretary position and was seconded by Tash Boyd.

There were no other nominees. Nomination passed with all Ayes and Mary Sloas accepted.

Data room/PIC's and CSIP considered. Data room is almost complete with color coding as discussed in last meeting. Meetings to begin in conference room in January. CSIP was discussed and goals have been condensed to 4 in order to be more manageable on a regular basis. CSIP will continue to be a working document and updated throughout the year. Motion to approve CSIP was made by Tash Boyd and seconded by Mary Sloas. Passed with all Ayes.

ER, Teaching, and Learning Review—ER, Teresa Miller, will be officially introduced to staff at Tuesday's PLC meeting. She will begin walking through classrooms to assess what and how teachers can improve professionally as well as provide support for student academic achievement. Teaching and learning review is now completed awaiting the team's roadmap for improvement. Report is expected mid-January.

Discussed curriculum program reviews and how to document world language-- Must expose students to multiple cultures. Entire school will focus on one culture at a time with every grade learning word of the day, numbers, days of the week, etc and each grade focusing on an aspect of the culture, for example food, dress, or arts.

Council discussed Budget: 1288.58 in SBDM with 8539.40 allocated toward copier with remainder allocated for supplies. 21,861.30 in general ledger report. We are awaiting approval for school wide movie trip for next week. Approximately \$1300 PO approval for Lego Kits donated by PTO and library box top funding last year is also being processed. Also discussed need for money to be allocated for academic awards night and was tabled until more information can be gathered and we can get an idea of potential costs.

RTI policy – RTI team to review and decide what is working and what needs addressed. Discussed calculator for growth on MAP and how to determine what will be needed to get individual student to proficient. Lisa Miller is to cover calculator with teachers at next scheduled faculty meeting. Member of RTI team will report to SBDM in January with any information needing addressed.

Teacher SBDM Election Process discussed—Teacher Election still in process and only one teacher has been elected so far to replace the two that resigned. Teacher Election Process is to be addressed and rewritten by teachers after this round of elections concludes. Need for stream lining process is evident considering length of current election. New policy is to be written and agreed upon by February.

School Safety Plan considered- need to address a specific plan (and alternate plan) for where every adult and student should be in the event of fire, severe weather, bomb threat, or active shooter was considered. Alternate plans will be practiced as soon as weather permits.

Considered Instructional Assistant Position for new classroom aid- Given the delay in the SBDM teacher elections which has also delayed permanently filling this position, and the urgent need to get an aid in the classroom, a motion was made to begin substituting the position. Substitution of the position will continue until all vacant teacher seats on the SBDM council are filled and a permanent hire can be made or until the end of the year based on later consideration of the SBDM council. Motion was made by Tash Boyd and seconded by Mary Sloas. Motion carried all ayes.

Considered the Gifted and Talented Interventionist position- Sabrina McElroy stated that there would be a gifted and talented interventionist hired for each school. Therefore, we would have someone from inside the building fill this need. This position would pay a \$1500 stipend at the end of the year upon completion of position requirements. One requirement would be that progress and activities are reported in person, by the interventionist, once a month to the SBDM council meetings. Ms. McElroy stated that the position had been posted for more than 4 weeks and teachers were asked several times to submit an interest to her. Heather Griffith was the only person to submit a statement indicating her interest in this position. Discussion

about the conflict between Ms. Griffith's math intervention grant and taking on the gifted and talented position concluded with planning to be completed after school and activities to be completed during PBL block. Motion to name Heather Griffith as Gifted and Talented interventionist was made by Mary Sloas and seconded by Tash Boyd. Motion Passed with 2 Ayes.

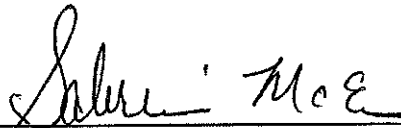
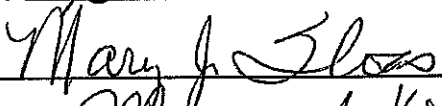
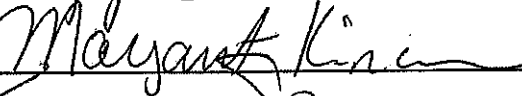
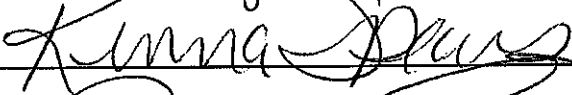
Other comments- Based on TELL survey results, teachers felt they did not have a solid voice in school decision making, therefore teachers will be invited to attend SBDM meetings to participate in discussions prior to decision making.

Communication- Upcoming school calendar was discussed. Special thank you was voiced to PTO and UNITE for the educational programs that have been scheduled this year.

A motion to adjourn the meeting was made by Tash Boyd at 4:33 and seconded by Mary Sloas. Motion carried with all ayes.

Meeting was adjourned at 4:34.

Approval of Minutes

Sabrina McElroy 
Mary Sloas 
Margaret Kincannon 
Kenna Spears 
Tash Boyd 