

J. Graham Brown School

SBDM Meeting Minutes

November 10, 2015

In attendance: Angela Parsons, Lisa Billings, Liz Byron, Neysa Jones, Amy Thornton, Pam Willison, Elizabeth Bricking, Ashley Chesman, Sam Graber, and Candice Luijk.

Missing: Shawn Wilson and Elisa Pitmon

Guests in attendance: Morgan Early

The meeting was called to order at 4:32 PM.

Dr. Parsons distributed the meeting's agenda. The council reviewed the agenda and discussed moving Ms. Early's presentation regarding the Proposal for a Life Skills Club/Class to the top of the agenda. Ms. Byron moved to revise agenda to move the presentation to the beginning. The motion was seconded by Ms. Billings. Ms. Billing moved to approve the revised agenda, and Mr. Graber seconded. The agenda was approved with revisions.

Ms. Early explained the poll she conducted with students regarding student interest in a life skills club. In her findings, 54 students stated they would join such a club, 33 stated they would "maybe" join such a club, 10 stated they would not join such a club, and 3 did not provide an answer to the question of joining a club. The skills in which students showed most interest were driving, first aid, and applying/interviewing for jobs. Other topic of interest to students included programming, photo editing, childcare, depression prevention, and cooking. Ms. Early noted that most respondents were 10th and 11th graders. When asked by the council how often she anticipated this club to meet, Ms. Early stated her expectation was biweekly. The council thanked Ms. Early for her work on this issue and stated they would pick up the issue later in the meeting.

Dr. Parsons distributed copies of the minutes from the October 13, 2015 meeting. The council reviewed the minutes. Ms. Jones moved to approve the minutes without changes. The motion was seconded by Ms. Bricking. The minutes were approved.

Dr. Parsons presented the council with a good news report.

- Tryphena Sithu, Sean Dwyer, and Nora Miodrag were honored at last night's Board of Education Meeting.
- Tryphena Sithu was a National Semi-Finalist in the Khan Academy Breakthrough Junior Challenge – top 20 out of 7000 entries.
- Semhal Araya is featured in this month's Louisville Magazine's Super Kids edition.

- Semhal Araya is being honored this Friday at Churchill Downs for the Winner's Circle Governor's Scholar Reception/Awards.
- PTSA Fall Festival was well attended and a lot of fun for participants.
- Band/Orchestra/Choir concerts went well.
- The new stage curtain has been ordered.

Dr. Parsons invited public comments. There were no public comments.

Dr. Parsons distributed data from the first proficiency cycle. She explained that the proficiency cycle data is used to measure student progression toward accountability benchmarks and allows comparison with other schools in the district. In the elementary data, students scored between 7-11% novice on the assessments, 17-24% apprentice, and the percentage of proficient and distinguished (P&D) students increased over last year's cycle one data. There was an increase in percentage of novices and drops in P&D percentage in 4th and 5th grade math. 5th grade social studies showed improvement. In middle school reading percentages, novices and apprentices decreased and P&Ds increased. In middle school math, overall P&Ds increased. Additionally, science and social studies scores improved.

Dr. Parsons noted that in high school, proficiencies are not as easily correlated with accountability assessments. In English II, students improved from 68% to 82% P&D. Math scores had a slight drop in P&D. The school is utilizing ESS to address this. Biology and U.S. History both had increases in P&D.

Dr. Parsons reviewed the calendar of upcoming important dates/events with the council.

This Week – Bowling and Elementary Basketball seasons start, Middle School basketball has already started

November 11th – Jr. Beta Club Induction

November 14th – Elementary Showcase of Schools

November 18th – Open House for prospective students

November 25th-27th – Thanksgiving Break

December 4th – Middle/High School Lock-In

December 8th – Elementary Strings Recital

Ms. Byron gave a report from the Vision Statement Formulation Task Force. The staff met in grade level groups (elementary, middle, and high) and discussed elements they believe should be in the vision. Most notable from the discussions was ambiguity of differences between a mission and vision. The timeline for vision work with teachers has been adjusted to allow for more time for clarity. Teachers have stated that they want it to come from everyone and not just the top (administrators and SBDM) down. Teachers additionally want a clearer definition of self-directed at Brown School. In the faculty meeting on November 10, 2015, Dr. Parsons provided primary sources from Brown School archives to assist teachers in developing a clearer concept of self-directed at Brown. Council members requested copies of these items and Dr. Parsons agreed to email them. The council asked how the survey would work in the development process. Ms. Byron stated that the survey would allow respondents to rank major themes that come out of the

development stages and add additional comments. The survey will be conducted in January, with initial drafting of the vision statement starting soon after.

Dr. Parsons reported on the CSIP revisions process. On the November Gold Day, teachers reviewed and suggested changes to the CSIP. At the end of November, the leadership team will suggest additional changes. The Curriculum Committee will review all recommendations. Dr. Parsons will take the drafted updates to a peer review session in which a principal of another school will provide feedback. The updated CSIP will be presented to SBDM at the December 8th meeting for approval.

Dr. Parsons informed the council of the Governor's Commonwealth Institute for Parent Leadership (GCIPL) action plan, which is being led by a group of parents. The plan will call for a monthly parent institute to provide information to parents and also assist parents in providing support to their students. Surveys will help guide topic selections for the institute. A mini-grant has already been awarded, and the parent-leaders are applying for an additional grant.

Dr. Parsons distributed budget reports to the council. The activities account report is from October 27th. The council discussed a question about student fees and funds for the PSAT. It was clarified that the funds would be in a district activity account. Ms. Thornton moved to accept the reports, and Mr. Graber seconded. The reports were accepted.

Dr. Parsons reported to the council that she was informed by the district that cafeteria charges would be the school's responsibility. The school can no longer provide replacement meals for students who did not have money and must serve them a regular meal. Students can charge as much as they want and the only known course of action to recover funds is to withhold the release of textbooks for students to take home for the following school year. Students must be allowed textbooks, but may not be allowed to take them home until fees are paid. Dr. Parsons stated that schools affected by this policy have asked for further direction and assistance from the district and are waiting to hear more.

Dr. Parsons distributed copies of the Assignment of All Instructional and Non-Instructional Staff Time Policy (1997). The council reviewed the policy and noted that the teacher contract has changed, and the policy does not reflect the current contract. The policy is a legally required policy. The council asked for examples of this policy from other schools. Dr. Parsons will bring examples to the next council meeting.

Ms. Billings updated the council on the work of the safety and school climate committee. The committee is working on the discipline policy. A new policy is being drafted that will include restorative practices. The committee is also focusing on afternoon dismissal procedures and students not being picked up and remaining for hours after school in the building and out front. Minutes from the committee meeting of November 5, 2015, were entered into the record.

Ms. Thornton gave the technology committee meeting report. The committee met on October 29 and discussed committee goals and the development of a three year plan. Based on the needs survey that was conducted, the greatest needs that were identified were tablets, printers, and student workstations in classrooms. The committee also reviewed responses to technology

related questions on the TELL Survey and the use of KETS funds for iPads and covers. For upcoming meetings the committee will discuss and determine SMART goals. Minutes from the meetings of October 8 and November 5, 2015, were entered into the record.

Three overnight field trip requests were presented to the council by Dr. Parsons. The Kentucky United Nations Assembly (KUNA) annual conference will be March 6-8, 2016. Ms. Luijk moved to approve the trip, and Ms. Bricking seconded. The KUNA trip was approved. The trip to the Tremont Institute of the Great Smoky Mountains will be April 11-15, 2016. It will include 10th grade Advance Biology students and four AP students. It is a five day trip after spring break. Ms. Byron moved to approve the trip, and Mr. Graber seconded. The Tremont trip was approved. The senior class trip to Savannah, Georgia is April 21-25. The council discussed concerns with students who have expressed they would not be able to participate due to finances. Council members expressed a desire to see options explored for such students in the future. Mr. Graber moved to approve the trip, and Ms. Thornton seconded. The senior trip was approved.

The council discussed proposal for a new Life Skills club. The council expressed that Ms. Early and other interested students would need to secure a sponsor. Ms. Billings moved to approve the club and Ms. Bricking seconded. The club was approved.

The council received an update on the Revisions to K-6 Teacher Request Policy. Updates include changing the policy to Kindergarten-2nd grade only, parents would need to provide a rationale, and a statement that the administration determines placement based on needs. It was suggested that clarification is needed in the policy regarding to whom the request should be submitted and when. Some members stated that May 1st would be an appropriate deadline. Additional changes will be drafted and the council will conduct a first reading of the revised policy at the next meeting.

Ms. Willison moved to adjourn the meeting, which was seconded by Ms. Luijk. The meeting adjourned at 6:20 PM.