

J. Graham Brown School  
SBDM Meeting Minutes  
May 10, 2016

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

Guests: Felicia Alfred

The meeting was called to order at 4:31 PM.

Dr. Parsons distributed the meeting's agenda. The council reviewed the agenda. Dr. Parsons recommended adding the SBDM election results and the council member opening to the agenda. Ms. Byron moved to approve the agenda with both revisions, and Ms. Willison seconded. The agenda was approved by consensus.

Dr. Parsons distributed copies of the minutes from the April 12, 2016 meeting. The council reviewed the minutes. It was noted that Mr. Eddie Weaver had been left out as a guest. Ms. Luijk moved to approve the minutes with the correction. The motion was seconded by Ms. Chesman. The minutes were approved by consensus.

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

- Adiah Young won the Gates Millennium Scholarship, which pays for tuition and all expenses for her bachelor's and master's degrees.
- Ian Gardone, Rowan Kenning, Sam Langford, Hannah Nett, and Matthew Sato were accepted to the Governor's Scholars Program.
- Amelia Lee and Victoria Priest were accepted to the Governor's School for the Arts, both for Creative Writing.
- Jayda Halsell was accepted to the Governor's School for Entrepreneurs.
- Tryphena Sithu won \$1000 in the Toyota and Discovery Education's Safe Driving PSA Contest. She also won honorable mention last week in the Open Source Competition for her video How to Draw Hyperrealism.
- Muntathar Alishimary was honored last night as one of the Mayor's Outstanding High School Seniors.
- Juniors Evan Thompson and Tate Downey were accepted into Miami University of Ohio's Summer Scholar Program.

- John Kolb threw 191' in last Thursday's track meet, which is a new single "A" state record. John also was recognized by the National Interscholastic Athletic Administrators Association for being a scholar-athlete. He was also recognized as the top #7 in Kentucky History.
- Alumni Association Career Fair had six Brown School alumni who talked to students about their careers.
- Elementary Quick Recall placed second in the Kentucky Derby Festival Academic Challenge.
- Mikayla Pitmon recognized as Brown School's Eighth Grade Student of the Year at the JCPS Counselors Breakfast.
- 5th grade trip to St. Louis, Senior Trip to Savannah, and science trip to Tremont Institute were successful other than one broken ankle!
- Building Assessment Coordinators (Shawn, Brian, and Robin) along with Pam were commended for coordinating testing across three levels during the month of March. Our exceptional teachers were commended for working to prepare these students not only for these tests, but for college and for life. I also want to share that the vast majority of our students are working very hard, and I'm very proud of their diligence, perseverance, and work ethic.

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

Dr. Parsons provided an update on Program Reviews. She provided copies for the council members. The scoring process and an interpretation of scores was provided to members. Dr. Parsons stated that the scores were predominantly proficient and the school will score well enough to receive all possible accountability points. Program Reviews count for 23% of the schools accountability. A closer examination of the Writing Program Review had been conducted, and it was determined that the school needed to align professional development for writing and to align the writing plan across the school.

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

Upcoming Dates:

- MS/HS Choir Concert – May 12th
- Junior Senior Prom – May 13th
- PTSA Meeting – May 18th
- Alumni Association – May 19th
- MS/HS Band Concert – May 19th
- 5th Grade Promotion Ceremony – May 25th
- 8th Grade Promotion Ceremony – May 26th
- Kindergarten Celebration – May 26th

HS Graduation – May 27<sup>th</sup>  
SBDM meeting – June 14<sup>th</sup>

Dr. Parsons noted that the June 14<sup>th</sup> SBDM meeting would be at a time when she would not be available to meet. The council can either meet without Dr. Parsons or cancel the meeting and call a special meeting on a different day. The council will need to approve fees at the next meeting. There was discussion among the members of a possible date for a special-called meeting. Ms. Billings moved to cancel the June 14<sup>th</sup> meeting and call a special meeting for May 24<sup>th</sup> at 4:30 PM. Ms. Byron seconded the motion. The cancellation of the June 14<sup>th</sup> meeting and calling of a special meeting on May 24<sup>th</sup> at 4:30 PM was approved by consensus. Dr. Parsons stated that any items that should be added to the agenda of the specially called meeting be provided to her soon. A media advisory will be sent when the meeting date is close as the agenda will not be able to be changed after that point.

Dr. Parsons updated the council on the ESS Program plans for summer. To help next year's seniors meet college benchmarks, the school will provide targeted students with week-long boot camps in English and Math. Students were selected based on their need to still reach benchmarks. The boot camp will be Monday through Friday on June 6-10<sup>th</sup>. Students will be assigned daily to receive three hours of Math instruction from Mr. Andrew Gray and, if needed, three hours of English instruction from Ms. Neysa Jones. The boot camp leads up to the ACT on Saturday, June 6. Parents have signed permission forms for participation. Many students have stated excitement for it being a free program being offered to help them. Students are additionally motivated to participate, because, if they reach benchmarks on the ACT during the summer, they will be able to schedule additional electives for the 2016-17 school year.

The council was provided an SBDM election update from Dr. Parsons. Parents Ms. Felicia Alfred and Ms. Ashley Chesman were elected to two-year terms for 2016-18. Also, teachers Ms. Elizabeth Byron, Ms. Diane Courington, and Ms. Amy Thornton were elected to two-year terms for 2016-18.

It was additionally announced that Mr. Sam Graber is resigning after nine years of service on our SBDM Council. The PTSA will be handling nominations and the election to fill his one year vacancy for the 2016-17 school year. The council stated their appreciation for Mr. Graber, who has served for nine years on the council. Mr. Graber stated that he was grateful for his time on the council and that he has learned much during that time.

Dr. Parsons gave a report from the Budget Committee. At their last meeting, the committee discussed school carryover funds. The school has several encumbered items, in addition to payroll expenses and purchase orders. The school will have about \$24,400 in carryover funds. For instructional supplies, the school has set aside approximately \$12,800. This should help to offset any lost funds from reductions in fees that may be enacted by the Board of Education. Additional carryover funds will be used for other purchases and needs. New student desks will be purchased. In one of the classrooms, old carpet will be removed and tile will be installed. This year a retired ECE administrator was hired to provide part-time assistance in completing ECE paperwork. Half of the expense of the part-time administrator was provided by the district, and the school provided the rest. If the district offers the same opportunity, carryover funds will

be used to pay the school's half. If the opportunity is not provided, the funds for this will be moved for instructional supplies.

Mr. Brian Garrett gave a report from the Professional Development Committee. At their last meeting, the committee discussed the direction and goals for teacher professional development. The committee discussed the need to align professional development practices for coherence and in such a way as to help the school accomplish the vision statement. Effective use of student data and deepening the Professional Learning Community work of teachers was emphasized. The committee will next meet to determine summer and Gold Day PD for teachers.

Mr. Wilson gave a report from the Safety and School Climate Committee. The committee has submitted a draft of the *Student Loitering Policy* for the council to review. Additionally, it has reviewed and revised the language of the *Parent Involvement Policy*. A second reading of the policy will be conducted later in the council meeting.

The council conducted a second reading of the *Writing Policy*. Edits and amendments were discussed. Ms. Jones moved to approve the policy with revisions. Mr. Graber seconded the motion. The revised policy was approved by consensus.

The council conducted a second reading of the *School Space Policy*. Dr. Parsons stated that policy was being reviewed by the district and the district's legal counsel to determine the meaning of the drafted language, the possibility of contradictory language within the draft, and any other legal concerns. No further guidance had yet been provided. Ms. Pitmon moved to table a decision on the policy until the next meeting. Ms. Billings seconded the motion. The policy was tabled by consensus.

The council conducted a second reading of the *Personal Telecommunications and Electronic Media Devices Policy*. Ms. Thornton moved to approve the policy. Ms. Jones seconded the motion. The policy was approved by consensus.

The council conducted a second reading of the *Equity and Diversity Policy*. The council discussed edits and revisions. Ms. Jones moved to approve the revised policy. Ms. Byron seconded the motion. The revised policy was approved by consensus.

The council conducted a second reading of the *Parent Involvement Policy*. The council discussed the updated language and minor edits for the policy. Ms. Bricking moved to approve the updated policy. Mr. Graber seconded the motion. The policy was approved by consensus.

The council conducted a second reading of the *Student and Family Support Services Policy*. Ms. Pitmon moved to approve the policy. Ms. Billings seconded the motion. The policy was approved by consensus.

The council conducted a first reading of the *Student Loitering Policy*. The council debated the tone of the language and possible negative impressions it may give parents and the possibility that it would be construed in a divisive "we-them" by some. All members of the council stressed the importance of ensuring student safety, while reemphasizing the need to keep the school warm

and inviting for parents. It was suggested that the references to “loitering” and “CPS” may give an impression that students or parents are acting illegally. Additionally, some were concerned with a blanket policy to address the actions of a few, or if it was need for all grade levels. It was recommended that the policy be renamed the *After School Supervision Policy*.

Dr. Parsons consulted with the council regarding a hiring recommendation being made by the Transfer Committee. The committee recommended the hiring of Ms. Jessie Magee for the position of Spanish/High School English teacher.

The council members were provided a copy of the Carryover Funds Request. Dr. Parsons invited questions from the members. There were none. Ms. Thornton moved to approve the request. Mr. Graber seconded the motion. The Carryover Funds Request was approved by consensus.

Ms. Billings moved to adjourn the meeting, and Ms. Bricking seconded the motion. The meeting was adjourned at 6:30 PM.