

J. Graham Brown School
SBDM Meeting Minutes
December 8, 2015

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

Missing: Sam Graber

Guests in attendance: Felicia Young and Heather Harrell

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

Dr. Parsons distributed the meeting's agenda. The council reviewed the agenda. Ms. Byron moved to approve the agenda, and Ms. Willison seconded. The agenda was approved.

Dr. Parsons distributed copies of the minutes from the November 10, 2015 meeting. The council reviewed the minutes. Ms. Jones moved to approve the minutes without changes. The motion was seconded by Ms. Chesman. The minutes were approved.

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

- Amanda Klakamp, librarian, achieved National Board Teacher Certification
- Kevyn Heckler and Kirsten Wood were winners in the PTSA Reflections Visual Art competition and will be honored at a ceremony and reception on December 15.
- Evan Thompson will serve on Dr. Hargens' Superintendent Advisory Council.
- Molly Conard was chosen to participate in the Future Is Now program, and her art was shown during the Trolley Hop this past weekend.

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

Dr. Parsons gave an update on the school's college readiness progress. This year's senior class has already surpassed last year's seniors in college readiness. Last year's college readiness was 95%, and this year's is already 95.6%. One student needs Reading only. If this student passes, the rate will be 97.8 %. One student still needs all three areas.

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

Principal's Advisory Board – Dec. 9th
MS/HS Orchestra Concert – Dec. 10th
PTSA Board Meeting – Dec. 15th
MS/HS Chorus Concert – Dec. 15th
Alumni Association – Dec. 17th
MS/HS Band Concert – Dec. 17th

Ms. Felicia Young, a Brown School parent serving on the JCPS Magnet Steering Committee, gave an update on the progress of the committee. At this point the committee is primarily focused on reviewing the recommendations from Magnet Schools of America (MSA) and prioritizing the recommendations for action by the district. Recommendations from MSA that may have a connection to Brown School are related to Brown's diversity, in terms of ESL and ECE, and transportation. These recommendations from MSA are being viewed as lower priority issues by the committee. The committee will be examining the admissions process for magnet schools and programs and will consider the centralization of the process. The committee is currently looking at 10 priorities and conducting needs assessments for those priorities. Ms. Young provided a written summary to the council and stated that the committee will only make recommendations to the district and prioritize MSA's recommendations for the district. The committee will not make any policies. The council discussed their desire to hear future updates from Ms. Young and ensure that and the school community shares their input with Ms. Young

Ms. Byron gave a report from the Vision Statement Formulation Task Force. Notes from the committee work were distributed to the council, and the council reviewed the notes. The task force will create a survey for the school community to provide input and feedback on the development of the vision statement. The survey will be conducted for two weeks in January. It was noted that teachers have asked if the shared values will be kept. The council stated that the shared values were created by Brown School students in the 1980s and suggested that, as the process progresses, current students be allowed to review and revise the shared values. Some council members stated that there has been anxiety by some in the school community that foundational principles of the school will be removed. It was noted that the process is moving slowly, by design, to allow for concerns to be voiced, feedback given, and understanding of the process to develop. Additionally, it was stated that the slower pace allows for better quality work. The council requested that the primary source documents be made available for anyone to view. Dr. Parsons stated she would post them on the school website. The council thanked Ms. Byron for her work on this issue.

Mr. Wilson gave an update on admissions. In total, 342 families signed into Showcase of Schools, and 229 families signed into open house. Brown currently has received 215 applications who listed Brown as their first choice. Of those applications, 82 were for Kindergarten, 46 for 6th grade, and 17 for 9th grade. In conversations with prospective parents, most parents have been concerned about their chance of getting into the school. In January, current 8th graders will be surveyed to determine the any extra openings that may come about in 9th grade next year. It was noted by the council that clearer explanations for self-directed need to be established for the admissions process and the vision work that is being conducted.

Mr. Wilson provided an update from the safety and school climate committee. It was noted that the committee was submitting a new discipline policy for the council's review. The committee is still working toward a new dismissal plan that will likely include elementary students being dismissed to their parents from the gym. The committee is currently attempting to determine a more accurate number of students who are picked up immediately after school and how many participate in CEP. Before the end of the school year, the committee is also planning to address students remaining at school after 3 PM. The goal of the committee has been to focus attention on one issue at a time and work toward competition before taking up the next issue.

Dr. Parsons gave an update from the curriculum and instruction committee. The CSIP has been completed and submitted. The district is requiring schools to complete a novice reduction plan. However, Brown School is not required to create a plan, as there are less than 10 novice scores at each grade level in each subject. The entire CSIP was sent to the council members previously. The committee reviewed the academic communication policy at today's faculty meeting to gather feedback from teachers. Ms. Byron made a motion to approve the CSIP. Ms. Thornton seconded the motion. The CSIP was approved by the council.

Ms. Thornton gave the technology committee meeting report to the council. Thirty-one iPads have been ordered with KETS money, and cases have been ordered with school funds. The committee is looking at purchasing new printers and a subscription to Brain Pop.

The council conducted the first reading of the K-2 Teacher Request Policy. The council noted that the deadline for request submission needed to be changed. The council reviewed prior council meeting minutes to clarify previous discussion about the deadline. It was determined that the deadline should be the last day of school and that the request should be made to the principal in writing or by email. The council requested revisions for the clause that allows administrators to place students in classes not requested. The council requested it be reworded to "administrator discretion." There was also a request to reword the announcement of the policy to the school community.

The council conducted the first reading of the Discipline and Classroom Management Policy. The council made specific note of the restorative practice and positive and proactive plans that are in the policy.

The council discussed restroom facilities for transgendered students. Dr. Parsons noted that no current students have expressed interest or concern for the restrooms for transgender students this year, but it has been expressed by students in previous years. The council agreed that being a K-12 school created concerns other schools do not have. Specifically, the council was concerned with younger students who may not have the cognitive development to understand the situation and may become alarmed if they enter a restroom and see a much older student in the restroom with them who does not appear to match the identified gender of that restroom. The possibility of using the extra girls restroom on the 2nd floor as a unisex restroom was discussed. The council chose to continue the discussion of the issue in January.

The Assignment of All Instructional and Non-Instructional Staff Time Policy (1997) was discussed by the council. Dr. Parsons distributed copies of this policy from other schools. The council discussed questions about teaching requests and teaching assignments. There was a request for clarification on when teachers must be notified of teaching assignments. The contract states that elementary teachers will be notified of teaching assignment by June 15th, while middle and high teachers will be notified only of their department assignment. The contract additionally allows for deviation from these dates, as scheduling changes occur. The council appointed a task force of Ms. Thornton and Ms. Chesman to draft a sample policy for review.

Ms. Billings moved to adjourn the meeting. Ms. Pitmon seconded the motion. The meeting was adjourned at 6:09 PM.