

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

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

Guests in attendance: Kevin Brown, Amy Bordogna, Joe Hopkins, and Angie Buckler.

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

Dr. Parsons distributed the agenda. The council reviewed the agenda. Ms. Byron suggested moving the student proposals to the top of the agenda. Dr. Parsons asked to add an item Personnel Update under Committee Reports. Ms. Jones moved to approve the agenda with the amendments. The motion was seconded by Ms. Luijk. The agenda was approved.

Four Brown High School students, Karlee Stevenson, Anna Williams, Hannah Haysley, and Morgan Early, presented two new clubs for the council's approval. They proposed the approval of Kentucky United Nations Assembly (KUNA) as a club, noting its potential for student experiences with different cultures, promotion of empathy in global issues, and the possibility of hands on learning and development of critical thinking for students. Norah Wakefield and Liz Byron have agreed to sponsor.

The students also presented a proposal to approve Fellowship of Christian Athletes (FCA) as a club, noting it would help provide a friendly, supportive environment, allow students who may have an interest in Christianity or religion to explore that interest, and be open to all students, not just athletes or Christians. Stacy Pendleton has agreed to sponsor.

Dr. Parsons distributed copies of the minutes from the August 18, 2015 meeting. Mr. Wilson noted that the minutes expressed the council's desire for photographic evidence related to safety patrol, but he stated that such evidence may not be available. Ms. Byron 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. Construction is complete on the new guidance office conference room and records clerk office. The school is requesting estimates on HVAC changes in these areas and the elementary guidance office. The auditorium is getting new carpet. The PTSA is funding the asbestos abatement (\$2950), and the district is funding the carpet (\$8950). After issues with glass falling from windows, 85% of the west facing windows have been re-glazed at no charge to the school. ESS received an additional \$8900 in supplies, which will be used to purchase software and math manipulatives. Rooms 202 A & B were approved for new flooring in 2013, but the work was not done. The district will now do that

work at no cost to the school. Notice of KETS Allocation for technology, \$14,435, was received today.

Dr. Parsons welcomed those visiting the council meeting and allowed all members and visitors to introduce themselves. She invited public comments. There were no public comments.

Dr. Parsons distributed the ACT College Readiness Report. The council noted recent changes in scores and five year trends, including a slight drop in English and math scores and an increase in reading, science, and composite scores. The council addressed a questions about any curriculum changes that may account for the scores that slipped. It was noted that math uses AP Springboard and even more students take advanced math than before. Multiple council members noted that previous tested classes were smaller and more recent tested classes were larger. The council also clarified that students are required to take four years of math. It was also noted that the school was in the top 5% of the state last year for college readiness and should still be there with these scores. The council discussed the use of Compass and the similarities and differences between Compass and ACT.

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

September 9th – Professional Development Committee will meet

September 10th – Open House for Current Students

October 1st – Field Day

October 2nd – No School, Flexible Professional Development Day for Teachers

October 5th – No School, In-service Day for Teachers

October 6th – No School, Parent Teacher Conference Day

October 9th – HS Halloween Dance

Dr. Parsons distributed financial reports to the council. The council was reminded that, according to policy, they were to review financial reports four times a year. The council received an explanation of the school activities account and the district activities account. The council questioned the listing of \$20,000 in a CD. It was clarified that this money was on deposit in the CD but was marked as a negative, in parenthesis. It was noted that it means this money was accounted for in other accounts and did not represent additional money.

The council reviewed the flexible budget summary and discussed rollover money. The council discussed the rollover amount and a question was raised of whether the school should be spending that money instead of rolling it over. Dr. Parsons stated that, according to John Collopy, the district director of budgeting, the school was rolling over an appropriate amount. She further stated that carrying the rollover balance showed appropriate financial discretion in spending school funds.

The council discussed line items in the reports that appeared to be listed as the same items. Clarification of the accounts was provided, and the council suggested the creation and use of a key to help all members better distinguish between the accounts.

Ms. Thornton moved to accept the financial reports. Ms. Billings seconded the motion. The reports were approved.

Dr. Parsons distributed copies of the Pathways-Cooperative Work Experience Program Policy. The council examined the policy and discussed how the policy was no longer relevant. The school is not currently funded to offer career pathways. Ms. Jones moved to abolish the policy. The motion was seconded by Ms. Willison. The council abolished the policy by consensus.

Dr. Parsons issued a personnel report. She noted that, based on the school's decline in ECE enrollment, the school was required by the district to overstaff an ECE teacher. Ms. Christina Densford is being overstaffed. Her last official day at Brown is September 10, 2015. She will report the following Monday to the Phoenix School of Discovery. The council discussed her tenure at Brown and the positive impact she has had on students, parents, and the school. Multiple council members expressed sadness that she would be leaving and voiced concerns about how losing an ECE teacher would impact services to students.

Mr. Wilson updated the council on the work of the safety and school climate committee. Mr. Wilson distributed the committee's minutes to the council. It was noted that the committee had set a schedule for meetings to accommodate parents and staff, was working to make recommendations to update the discipline policy, and is reviewing multiple issues, including K-2nd grade morning procedures, the proposed alumni safety plan, and student and staff IDs. The committee is also examining afternoon dismissal improvements and students who remain at school beyond 3:00 PM.

Dr. Parsons informed the council that the district was offering to provide partial funding for a part-time ECE teacher to review IEPs, assist with ECE testing, evaluations and re-evaluations, and complete ECE paperwork. The district would provide half the funding for the teacher to work 10 cumulative days during the school year. Brown would be required to provide the other half, approximately \$1600.00. Ms. Billings moved to approve the plan. The motion was seconded by Mr. Graber. The plan was approved.

Dr. Parsons distributed the Closing the Achievement Gap plan. The council had received the plan in advance of the meeting. The council discussed how the plan was created. Ms. Chesman moved to approve the plan. The motion was seconded by Ms. Bricking. The plan was approved by consensus.

The council discussed the proposed clubs, KUNA and FCA. The council expressed appreciation for the students who presented the proposals. Ms. Billings moved to approve KUNA as a club. The motion was seconded by Ms. Chesman. KUNA was approved as a club. Ms. Jones moved to approve FCA as a club. The motion was seconded by Mr. Wilson. FCA was approved as a club.

Ms. Luijk moved to adjourn the meeting, which was seconded by Ms. Billings. The meeting adjourned at 5:45 PM.