

J. Graham Brown School
SBDM Meeting Minutes
January 12, 2016

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

The meeting was called to order at 4:33 PM.

Dr. Parsons distributed the meeting's agenda. The council reviewed the agenda. Ms. Byron moved to add the 8th Grade Trip to the agenda. The motion was seconded by Ms. Pitmon and approved by consensus. Ms. Billings moved to approve the agenda, and Ms. Jones seconded. The agenda was approved.

Dr. Parsons distributed copies of the minutes from the December 8, 2015 meeting. The council reviewed the minutes. Ms. Chesman moved to approve the minutes without changes. The motion was seconded by Ms. Billings. The minutes were approved.

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

- Awarded a VEX Robotics grant. Unsure of the number of kits we will receive as of yet.
- Freshman Sam Aboud won 2nd place in the 2016 MLK High School Poetry Contest
- Meeting scheduled for January 22nd to discuss potential partnership with UofL Medical School
- Seamless handling of the emergency evacuation by our teachers and staff on December 18th.

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

Ms. Willison gave a report on the recently released PSAT scores. It was noted that these may be the highest PSAT scores the school has produced. Two students had scores that are expected to qualify them for National Merit, and other students have scores that may be close to qualifying them. All sophomores who took the test met the benchmark for reading, writing, and English, and 96% of juniors met the same benchmark. The council asked if the school provided any preparation for the PSAT to students. Pam stated that Robin Cash provides some preparation to the juniors, but the sophomores were provided no advanced preparation.

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

- January 13 - Principal's Advisory Board
- January 19 - PTSA Board Meeting
- January 21 - Alumni Association

Dr. Parsons updated the council on the school's Extended School Services (ESS) program for the spring semester. The school has placed a focus on math and is providing ACT preparation for math and science. Rollover funds are being used for ACT preparation.

Mr. Wilson gave an update on admissions. In total, 419 first choice applications had been submitted for Brown. Of those applications, 171 were for Kindergarten, 71 for 6th grade, and 39 for 9th grade. At least one application had been submitted for each grade, including 10th, 11th, and 12th. The council discussed a prior change in district policy that prevents Brown from asking 8th graders to reapply for 9th grade. One result of this policy is that it is now difficult to predict how many 9th grade openings there will be. The number of current Brown 8th graders that have applied for other high schools is unknown. This results in the admissions committee notifying applicants that were not immediately accepted to receive notice that they are on a waiting list. As current Brown students who have applied to other schools begin being accepted to their other choice, it creates openings for incoming students. Often these students have already decided to stay with their second choice. Mr. Wilson shared his excitement over having business cards for the first time in a decade of being an administrator. He shared that the business cards allowed him to provide his contact information instead of only providing the principal's contact information. It was reported that the district had placed two elementary students into the school starting January 4. It was noted by the council that school does not have the ability to circumvent the admissions process, and in this particular case, the students were admitted at the direction of the district.

Ms. Byron gave a report from the Vision Statement Formulation Task Force. Nine teacher-generated statements were created and condensed into seven statements. Ms. Byron provided the committee with the statements and additional comments. A survey will be created to allow students, parents, and alumni an opportunity to rank the statements and provide any comments. The council discussed ways to conduct the survey, considering that the district-required surveys that are to be conducted. The council suggested that students in grades 4-12 be included in the vision statement surveys.

Dr. Parsons gave an update on the budget. She noted the following.

- Mr. Collopy informed her that Brown should not lose any staff under the new allocation proposal, because that doesn't apply to special schools. However, this won't be certain until February 2nd when the new budget is received. Principals were told that some assistant principals may be eliminated.
- Due to the reduction in per pupil funding from \$144 to \$120 per pupil, Brown School is facing losing over \$16,000. This is a lot for Brown.
- There is already discussion regarding eliminating some athletic teams, reducing funds for the school library and student technology, and increasing student fees.
- Because Brown is a special school, Brown does not receive "section 7" funds like the other schools receive, so we are limited in ways to make up the difference.
- The school is exploring cutting buses provided to transport student athletes to away games. Because Brown doesn't have our own athletic fields, we rent them for practices and games. When you rent a field for a game, you can't necessarily charge admission, but

you still have the expense of referees. So, most of Brown's sports don't recoup funds. Furthermore, we still have expenses to rent buses since we don't have an activity bus.

The council conducted the second reading of the K-2 Teacher Request Policy. Members of the council requested changes in wording, to change "racial and gender" to "diversity." Ms. Billings made motion to accept the edits, which was seconded by Ms. Chesman. The edits were accepted by consensus. Ms. Willison moved to approve the policy. Ms. Thornton seconded the motion. The policy was accepted by consensus. The policy replaces the previous K-6 Teacher Request Policy.

The council conducted the second reading of the Discipline and Classroom Management Philosophy Policy. The council suggested several punctuation and grammatical edits. The council determined that the wording and formatting needed adjustments and asked for a newer draft to be written and reviewed by the discipline committee. The council asked for a 3rd reading with the changes at the next meeting. The council was additionally informed that a new PBIS committee was being formed to attend district trainings and develop action plans to support the teachers in implementing a new policy, and the PD committee will review the PD needs of staff to support the policy.

Dr. Parsons opened discussion of a possible change in personnel. She noted that Brown does not have a plant operator (PO). Several years back, the SBDM chose to eliminate the plant operator position during a time of district reconstruction to prevent a possible placement of unqualified candidates by the district. The SBDM selected to have a day lead position instead. However, the day lead is unable to supervise and evaluate the custodial staff. Therefore, those responsibilities fall onto an assistant principal. Dr. Parsons stated that changing the position back to a plant operator would not cost the school any money. The council questioned if one of the current custodians would be placed as PO or if it would go through the hiring process. It was determined that the position would need to be posted, but some current custodians are qualified for PO and would be eligible to apply. The council decided to continue discussion on the position change at the next meeting.

Ms. Byron gave a summary of the 8th grade trip to Cincinnati, Ohio. She distributed copies of the itinerary to the council. The council asked questions regarding the academic value of the trip. Paula Broyles was brought into the council meeting via speaker phone call. She addressed council questions and highlighted the aquarium and museum trips on the itinerary. She clarified how the trip connects to the students' science and social studies classes. After the conference call, Mr. Graber moved to approve the trip, and Ms. Bricking seconded the motion. The trip was approved by consensus.

The council chose to postpone discussion of transgender students and designated restrooms until the February meeting.

Ms. Willison moved to adjourn the meeting. Ms. Billings seconded the motion. The meeting was adjourned at 6:06 PM.