

J. Graham Brown School
SBDM Special-Called Meeting Minutes
March 1, 2016

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

Missing: Elisa Pitmon

Guests: Teresa White, Peggy Neblett, and David Mahin

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

Dr. Parsons distributed the minutes from the meeting of February 9, 2016. Ms. Chesman moved to approve the minutes, and Ms. Byron seconded. The minutes were approved without corrections.

Dr. Parsons invited public comments. Ms. White addressed the council. She spoke about concerns she had with replacing the day lead custodian with a plant operator. Ms. White discussed items for the council to consider regarding the change from day lead custodian to plant operator. Ms. Neblett addressed the council. She spoke about the current day lead custodian and her efforts in that position. Ms. Neblett also discussed the environment at Brown and why it was a great place to work. She shared that the current custodians work overtime without pay and dedicate themselves to the school. Mr. Mahin addressed the council. He spoke about the current day lead custodian. Mr. Mahin discussed how much he enjoyed working with that person.

The council reviewed the *Curriculum Policy*. The council elected to return to the policy at the next SBDM meeting after hearing a report from the School Vision Task Force with the potential of incorporating the new school vision into the policy. The council revised a portion of the policy, and conducted a first reading of the policy.

The council reviewed the *Assignment of Students to Classes and Programs with the School Policy*. The council made changes to the language of the policy; the council conducted a first reading on this policy.

The council reviewed the *Technology Policy*. The council made changes to the language of the policy; the council conducted a first reading on this policy.

The council reviewed the *Writing Policy*. Ms. Luijk moved to send the policy to the Curriculum Committee for revisions, and Ms. Billings seconded the motion. The motion was approved by consensus.

The council reviewed the *Classroom Assessment Policy*.

The council reviewed the *Homework Policy*.

The council reviewed the *Improvement Planning Policy*.

The council reviewed the *Primary Program Policy*.

The council reviewed the *Protection of Instructional Time Policy*.

The council reviewed the *Extracurricular Programs Policy (Athletic Eligibility Policy)*. Dr. Parsons noted that the current *Extra Curricular Programs Policy* had resulted from a policy name change in the past, and does not contain the content that should be addressed in such a policy. Ms. Billings moved to rename the current *Extracurricular Programs Policy* to the *Athletic Eligibility Policy*, and appoint a task force to draft a new *Extracurricular Programs Policy*. Ms. Thornton seconded the motion. The motion carried by consensus. The council appointed a task force of Ms. Chesman, Ms. Bricking, Athletic Director Justin Leonard, and Assistant Athletic Director Tom Kiel to draft a new *Extra Curricular Programs Policy*.

The council reviewed the *Graduation Pathway Assurance Policy*. Mr. Graber moved to send this policy to the Curriculum Committee for revision. Ms. Willison seconded the motion. The motion was passed by consensus.

The council reviewed the *Make-Up Policy for Student Work*. The council made changes to the language of this policy; the council conducted a first reading on the policy.

The council reviewed the *Travel Policy*. The council made changes to the language of this policy; the council conducted a first reading on this policy.

Dr. Parsons gave a report from the Budget Committee, which had met on four occasions. She shared that the Athletics Department had expressed an interest in taking funds from their contract bus services account and using those funds to pay for a Game Manager to assist in selling tickets at home athletic events. It was noted that this would free up the athletic director to address other concerns that arise at athletic events. Dr. Parsons also shared that parents on the Budget Committee had recommended the use of bottle-filling drinking fountains. It was shared that drinking fountains without condensers could be replaced with bottle-filling drinking fountains, which would enable students to easily and quickly fill water bottles and encourage more drinking of water and less snacking throughout the school day. Dr. Parsons shared that the Budget Committee included funds to purchase an AED for the school. It was noted that the school currently does not have an AED machine. Dr. Parsons provided the council with a draft FY17 flexible budget.

Dr. Parsons gave a report from the Curriculum and Instruction Committee. She shared that the committee reviewed the *Homework Policy* and elected to send the policy, as is, to SBDM for review. Dr. Parsons also shared that the committee discussed diagnostic tests, given that those

tests are no longer required by the district. She shared that the committee made the recommendation to SBDM to keep the diagnostics but in a voluntary manner. Dr. Parsons discussed that the committee began to explore moving 6th and 7th grades to a block schedule. She shared that the committee decided to review other schools' schedules, teacher surveys, and data to determine what is best.

The council conducted a second reading on the *Alignment with State Standards and Program Appraisal Policy*. Ms. Billings moved to approve the policy. Mr. Graber seconded the motion. The council approved the policy by consensus.

The council conducted a second reading on the *Assignment of All Instructional and Non-Instructional Staff Time Policy*. Mr. Graber moved to approve the policy. Ms. Jones seconded the motion. The council approved the policy by consensus.

The council conducted a second reading on the *School Schedule Policy*. Ms. Bricking moved to approve the policy. Ms. Willison seconded the motion. The council approved the policy by consensus.

The council conducted the first reading of the *Consultation Policy*.

The council discussed the draft FY17 flexible budget. The council asked about the impact it would have on students to remove funds from the athletic contract bus services account to pay for a game manager. It was determined that athletics consistently moved funds from that account to pay for other expenses, and a removal of funds would not adversely impact transportation needs for athletics. The council discussed the line item used to fund the bottle-filling drinking fountains. Ms. Billings moved to approve the budget, and Ms. Luijk seconded. The budget was approved by consensus.

The council discussed the benefits of having a plant operator. It was shared that a plant operator could streamline roles with the custodial and maintenance staff, ensure a more efficient use of resources, prevent the necessity of paying overtime to custodial staff for inclement weather procedures, ensure a safer building through the plant operator's knowledge and oversight, and ensure adherence of custodial staff to safety protocols. The council also discussed the potential ramifications of both hiring a plant operator and keeping a lead custodian. The council discussed the public comments that were made at the beginning to today's meeting. The council agreed by consensus not to replace the lead custodian position with a plant operator position until a later time when current staff will be eligible to apply for the position.

Dr. Parsons moved to adjourn the meeting, and Ms. Billings seconded the motion. The meeting was adjourned at 07:14 PM.