

J. Graham Brown School
SBDM Meeting Minutes
March 8, 2016

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

The meeting was called to order at 4:37 PM.

Dr. Parsons distributed the meeting's agenda. The council reviewed the agenda. Ms. Pitmon moved to approve the agenda without revision, and Ms. Billings seconded. The agenda was approved by consensus.

Dr. Parsons distributed copies of the minutes from the March 1, 2016 meeting. The council reviewed the minutes. Ms. Byron moved to approve the minutes without changes. The motion was seconded by Ms. Chesman. The minutes were approved by consensus.

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

- Our chapter was recognized as a National Beta Club of Merit for 2015-16. The sponsor is Heather Eaton.
- Neysa Jones was honored with the 2016 Anne Braden Humanitarian Award.
- Our Men of Quality put on a fantastic Black History program. The sponsor is Allana Thompkins.
- MLK Winners honored at the school board meeting.
- Eli Jarret made Louisville Youth Choir.
- We had several winners in the Louisville Regional Science Fair Winners. Dr. Kathleen Mattingly sponsored the activity. These students will be advancing to the state fair at ECU on March 25-26th.
 - Julie Nguyen-1st place in Behavioral and Social Science
 - Miriam Prieto- 2nd place in Environmental Engineering
 - Kara Lee- 1st place in Mathematics
- Students participated in KUNA this past weekend. The sponsor is Liz Byron.
 - Dominican Republic's resolution passed the General Assembly. The resolution sponsors were Rowan Kenning, Lydia Kinloch, Daniel Candee, and Sovann Chang.
 - Cameron Tabler was recognized as Outstanding Ambassador.
 - Our group was recognized as a Delegation of Excellence.
- Brown's first ever World Quest Team was awarded third place. The coaches are Liz Byron, Norah Wakefield, and Mary Todd.
- Tryphena Sithu was a national winner again in the Open Source competition.
- HS Governor's Cup regional competition was successful for our students and Coach Mary Todd. Two students advance to the state competition.
 - 3rd place Quick Recall
 - 4th place Overall Academic Team

- 4th place Social Studies – Daniel Candee
- 5th place Language Arts – Sam Battle
- Maria Schrenger was a winner in the “I love JCTA” Challenge.
- Two of Laura Sebastian’s students, Nora Miodrag and Alayna Conard, are KY Derby Festival Foundation Student Art Contest Winners.
- Maria Bentley won the Unsung Hero Award from Rotary Club of Louisville.
- Jaylen Rhodes was admitted to the Gatton Academy.
- Jaylen Rhodes, Alden Loring, and Alex Jetter were admitted to the Craft Academy.
- Brown was awarded \$4000 in section 7 funds!
- Dr. Angela Parsons is one of six nominees for Today’s Woman Magazine’s Most Admired Woman in Education.

Dr. Parsons invited public comments. There were none.

Mr. Wilson provided an update on Program Reviews. All Program Reviews are in a similar place. Last year’s reviews have been appraised and revised in accordance with this year’s programs. The World Language Program Review has been entered into ASSIST (the online program where Program Reviews are uploaded), and the K-3 Program Review is mostly entered. The other Program Reviews have been completed on paper and will be entered into ASSIST by Friday, March 11, 2016. All Program Review committees are in the process of collecting evidence that support the reviews. It was noted that Program Review scores are part of the school’s overall accountability, but they are not part of the school’s Annual Measurable Objective (AMO).

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

- Principal’s Advisory Board – March 9th
- Parent Teacher Conferences – March 10th
- PTSA Skating Party – March 14th
- PTSA Board Meeting – March 15th
- Alumni Meeting – March 17th
- Mayor’s Cup – March 19th
- Art and Spanish Night – March 24th
- Spring Break – April 4-8th

Ms. Byron gave a report from the Vision Statement Formulation Task Force. Over 400 responses were provided by stakeholders. Based on survey results, potential vision components were ranked and a draft statement was written. The faculty provided feedback to the rankings and the drafted statement, resulting in three drafted options for the council to consider. The council reviewed the three drafted statements. The council edited one of the drafts and discussed its merits, as compared to the other drafts. Ms. Pitmon made a motion to accept an edited draft of the vision statement. Mr. Graber seconded the motion. The Vision Statement was approved by consensus. The approved vision statement is as follows.

J. Graham Brown School students have “reasoned minds and educated hearts” of self-directed, life-long learners:

- *Students are critical, open-minded, and creative thinkers who are willing to take risks and are eager for new knowledge.*
- *Students are compassionate, tolerant, and respectful human beings who value cultural diversity and contribute to the community.*

Ms. Willison provided an update from the Transgender Restroom Facilities Task Force. The task force recommended designating the third floor girls’ restroom across from room 320 as a gender neutral restroom. The council discussed potential options for signage and then referred the matter back to the task force to amend the School Space Policy to include language to designate the restroom as gender neutral.

Dr. Parsons provided the council with a personnel update. Due to an increased number of students taking and needing Spanish classes and a decrease in the number of students taking French classes, the school needs to add an additional Spanish teacher. A certified English/French teacher was being overstaffed for next year to allow for the hiring of an English/Spanish certified teacher. Additionally, a vacant cafeteria position had not yet been filled. Substitutes have been filling the positions, but it will be reposted.

Dr. Parsons provided the council with copies of the Flexible Budget Summary and balances in the Activity Accounts. The council reviewed both. It was noted that there were substantial balances remaining in certain teacher or grade accounts. Dr. Parsons informed the council that a Eureka Math order would deplete most funds from the Kindergarten and First Grade accounts. The council questioned what would happen to funds in the French account. It was noted that the funds would be kept in the account for a year. If the account was inactive for a year, the council would determine how to use the funds. It was asked if old, unused accounts could be removed. Dr. Parsons will address this issue with the bookkeeper. Ms. Jones moved to accept the Flexible Budget Summary and the Activity Accounts report. Ms. Thornton seconded the motion. Both were accepted by consensus.

Dr. Parsons gave a report from the Curriculum and Instruction Committee. The committee recommended to abolish the *Graduation Assurances Pathway Policy*. The council discussed the policy. The committee has reviewed and revised the *Instructional Practices Policy*. It was submitted to the council for a reading. The committee also submitted the *Conflict Resolution Policy* for a reading. Ms. Billings moved to abolish the *Graduation Assurances Pathway Policy*. Ms. Willison seconded the motion. The *Graduation Assurances Pathway Policy* was abolished by consensus.

Mr. Wilson gave a report from the Safety and School Climate Committee and distributed a handout. The committee drafted an afternoon dismissal plan to increase student safety. The plan involves students in grades K-3 being released in a supervised fashion from the gymnasium at the end of the school day. The committee has also begun discussions for a plan to address students remaining at school unsupervised after 3:00 PM. The committee wishes to include a parent and student awareness campaign prior to the plan going into effect to emphasize the safety concerns. In addition, opportunities and resources will be provided and publicized. These will

include CEP, PTSA carpool directory, PTSA enrichments, and TARC tickets. The council discussed the afternoon dismissal plan. Ms. Pitmon moved to approve the plan, and Ms. Chesman seconded the motion. The afternoon dismissal plan was approved.

The council conducted a second reading of the *Assignment of Students to Classes and Programs Within the School Policy*. Ms. Byron moved to approve the policy. Mr. Graber seconded the motion. The policy was approved by consensus.

The council conducted a second reading of the *Consultation for Hiring Policy*. Ms. Luijk moved to approve the policy. Ms. Thornton seconded the motion. The policy was approved by consensus.

The council conducted a second reading of the *Curriculum Policy*. The council discussed amendments and edits for the policy. Ms. Pitmon moved to approve the amended policy. Ms. Luijk seconded the motion. The amended policy was approved by consensus.

The council conducted a second reading of the *Make-Up Policy for Student Work*. Mr. Graber moved to approve the policy. Ms. Billings seconded the motion. The policy was approved by consensus.

The council conducted a second reading of the *Technology Policy*. The council discussed amendments and edits for the policy. Ms. Byron moved to approve the amended policy. Ms. Thornton seconded the motion. The amended policy was approved by consensus.

The council conducted a second reading of the *Travel Policy*. The council discussed amendments and edits for the policy, and determined the policy needed significant alterations. The council created a task force to revise the policy's language to clarify differences between field trip and overnight travel requirements and expectations.

The council conducted a first reading of the *Extracurricular Programs Policy*. The council discussed revisions for the policy.

The council conducted a first reading of the *Instructional Practices Policy*. The council discussed revisions for the policy.

The council conducted a first reading of the *Conflict Resolution Protocol Policy*.

Ms. Luijk moved to adjourn the meeting, and Ms. Billings seconded the motion. The meeting was adjourned at 6:34 PM.