



# J. Graham Brown School

## *SBDM Special-Called Meeting Minutes*

*July 14, 2016*

### **Call to Order**

The meeting was called to order at 4:32 p.m. and was presided over by Dr. Angela Parsons, with Diane Courington as Secretary.

In attendance were: Lisa Billings, Liz Byron, Diane Courington, Elisa Pitmon, Amy Thornton, Pam Willison, Felicia Alfred, Nubia Bennett, Elizabeth Bricking, Ashley Chesman, Brain Garrett, and Angela Parsons

### **Opening Business**

Dr. Parsons called for nominations for the office of Vice-Chair. Mr. Garrett nominated himself for Vice-Chair. Ms. Byron moved to elect Mr. Garrett. Ms. Pitmon seconded the motion, and it passed by consensus.

Dr. Parsons called for nominations for the office of Secretary. Dr. Parsons nominated Ms. Courington for Secretary. Ms. Alfred moved to elect Ms. Courington, and the motion was seconded by Ms. Willison. The motion carried by consensus.

Dr. Parsons distributed the minutes from May 24, 2016. Ms. Byron moved to approve the minutes, and Ms. Courington seconded the motion. The minutes were approved.

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

- The new website platform went live on Friday, July 8, 2016. The new site is now user friendly for PCs, Tablets, and Smart Phones. Special thanks to Ms. Thornton and Dr. Parsons for their hard work on setting up the new website. The following are the links to the new Brown School website and SBDM site: <http://www.mybrownschool.org/> and <http://www.mybrownschool.org/sbdm>.
- Our building exterior and court yard now look new thanks to pressure washing done by A.B. Deany IV.
- Ms. Thornton chaperoned our 5<sup>th</sup> graders at the Student Technology Leadership Program (STLP) Camp, where they learned about gaming, coding and robotics.
- Sixth graders Schuyler Stone, Sydney Reynolds, and Finn Grieshop-Goodwin attended the DUKE TIP CRISIS (Creative Resolutions of Impending Situations with Intelligent Solutions) summer camp for one week at Washington University in St. Louis. The students learned leadership skills and cooperative learning skills in order to solve a community crisis. They also explored fields such as engineering, law, and journalism.
- Brown School students competed in five events at the state track meet on Labor Day weekend. John Kolb won the state title in discus and shot put. John also placed 4<sup>th</sup> in the high jump. Sydney Housel placed 9<sup>th</sup> in the state final in discus and this was her first year ever throwing discus.

Dr. Parsons noted that no one had signed up to make a public comment.

## Planning

Dr. Parsons distributed beginning of school information that is posted at the school website.

## Budget Report

Dr. Parsons distributed the Flexible Budget Summary and the Activities Account Report. Dr. Parsons pointed out a line item that was added because the school is moving its account from Chase to Fifth Third Bank. This will put the school in compliance with district procedures. Ms. Willison moved to accept the financial reports. Ms. Billings seconded the motion. The motion carried by consensus.

Dr. Parsons presented a proposal to move balances from three inactive activity accounts and close those accounts.

- Travel Club Acct. #5 with a balance of \$21.77 will be reallocated to 5<sup>th</sup> grade trip funds. Brown no longer has a Travel Club.
- Photography Acct. #116 with a balance \$51.05 will be reallocated to Art-Elementary. This money is being reallocated because Photography has not been on the schedule for several years.
- Dance Team Acct. #315 with a balance of \$16.51 will be reallocated to Cheerleaders-Middle. There has not been a Dance Team in several years.

Ms. Byron moved to approve the proposal. It was seconded by Ms. Billings and approved by consensus.

## Committee Reports

Dr. Parsons consulted with the council regarding two new hires. The personnel committee selected Kimberly Mitchell to be the Nutrition Lead Assistant and Hannah Jackson to be the Nutrition Assistant. Ms. Mitchell joins Brown from Jeffersontown Elementary and Ms. Jackson has been substituting with the district.

Brown still has a vacancy for the Drama teacher position. The district personnel office will not release names of potential new hires to non-priority schools at this time.

## Policies for Review

The *Principal Selection Policy* was reviewed by the council.

The *College Readiness Policy* was reviewed by the council.

## New Business

Dr. Parsons distributed a field trip proposal for the freshmen to visit the Tremont Institute from October 10<sup>th</sup> through the 12<sup>th</sup>. Ms. Pitmon moved to approve the field trip and the motion was seconded by Ms. Bricking. The motion carried by consensus.

Dr. Parsons distributed a field trip proposal for the juniors to visit Cumberland Falls from September 16<sup>th</sup> through the 18<sup>th</sup>. Ms. Thornton moved to approve the field trip. The motion was seconded by Ms. Chesman. The motion carried by consensus.

The council determined meeting dates and times for the 2016-17 academic year:

- Thursday, August 18, 2016 @ 4:30 p.m.
- Thursday, September 15, 2016 @ 4:30 p.m.
- Thursday, October 20, 2016 @ 4:30 p.m.
- Thursday, November 17, 2016 @ 4:30 p.m.
- Thursday, December 15, 2016 @ 4:30 p.m.
- Thursday, January 19, 2017 @4:30 p.m.
- Thursday, February 16, 2017 @ 4:30 p.m.
- Thursday, March 2, 2017 @ 4:30 p.m.
- Thursday, April 29, 2017 @4:30 p.m.
- Thursday, May 18, 2017 @ 4:30 p.m.

Ms. Byron moved to approve the meeting schedule. Ms. Billings seconded the motion. The motion was approved by consensus.

Dr. Parsons distributed the following information and collected required signatures on forms.

- Email Notification Agreement
- Proof of Receipt of “Your Duty Under Law” and “Managing Public Records”
- SBDM Council Training Verification

Dr. Parsons reminded the parents on the council that they needed to go to the VanHoose Education Center for a background check. Ms. Alfred said that she had already completed her fingerprinting and background check.

## **Adjournment**

Ms. Bennett moved to adjourn the meeting. The motion was seconded by Ms. Billings. The meeting was adjourned at 5:33 p.m.