

J. Graham Brown School
SBDM Meeting Minutes
October 13, 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: Amy Bordogna and Morgan Early

The meeting was called to order at 4:34 PM.

Dr. Parsons distributed the meeting agenda. The council reviewed the agenda, and Dr. Parsons noted that Ms. Early was there to present a proposal for a possible new course or club. It was suggested that she be added to the beginning of the agenda to allow her to leave early. Ms. Byron moved to approve the revised agenda. The motion was seconded by Ms. Pitmon. The agenda was approved with revisions.

Ms. Early, a Brown School student, presented a proposal to add Life Skills as a new elective course or as a possible club. She noted that some students have expressed interest in learning a variety of basic life skills, such as finances, insurance, sewing, cooking, and basic home maintenance. She stated that high school students needed these types of skills after graduation. When asked if she would prefer that these skills be taught in a class or in a club, she stated that she felt more students would have the opportunity to participate if it were a club and would not feel they were sacrificing a different elective to take it as a class. The council thanked Ms. Early for her presentation and stated it would be discussed by the council during the New Business portion of the meeting.

Dr. Parsons distributed copies of the minutes from the September 8, 2015 meeting. Ms. Pitmon 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.

- Mary Todd received a letter of congratulations from the Assistant Superintendent for the success her students had in creating and submitting videos that ended up winning a national competition three months in a row.
- Neysa Jones received a \$1000 grant from Actors Theatre, as part of the New Writers Voices program.
- The school produced a successful dance and haunted house. Many students and staff were involved in the planning and support.

- Mr. Joel Prestigiacommo was recognized for his efforts in coaching the boys varsity soccer team. Appreciation for being a teacher in the building who was willing to coach was noted.
- Middle school and high school quick recall teams each won their first matches of the year.
- Hannah Hemming was named a National Merit Semifinalist and will be recognized at a school board meeting.
- The school has acquired new technology, four interactive panels on carts. The panels will replace projectors and have a built-in computer that allows them to connect to a laptop or operate as a stand-alone unit. They have multi-touch capability, allowing up to 10 touchpoints to operate at the same time.

Dr. Parsons welcomed Ms. Bordogna to the council meeting and allowed Ms. Bordogna to introduce herself. Dr. Parsons invited public comments. There were no public comments.

Dr. Parsons distributed state accountability assessment data. A handout of the four-year trends was provided and additional documents had been previously provided to the members through email. The elementary school ranked second in JCPS, tenth in Kentucky, and was classified as a School of Distinction and a High Progress School. This is a major improvement from when the elementary school was listed as Needs Improvement two years prior. The middle school was ranked first in JCPS, fifth in Kentucky, and classified as Distinguished, but did not earn the School of Distinction label because it did not meet AMO. The school has identified some achievement gaps in the middle school and the administrators have focused on this as their growth goal for the year. Dr. Parsons summarized the administrator growth goal strategies and also discussed the communication goal that was set. Many of the new initiatives will start in the next month. High school went from being ranked fifth in Kentucky to being ranked second. It is also ranked second in JCPS. It was labeled Distinguished, a School of Distinction, and a High Progress School. It also ranked first in college readiness for the state.

Dr. Parsons reviewed the completed and ongoing facility upgrades.

- Walls are completed in the guidance offices. It now has a conference room and the records clerk is now in that office. The school is waiting for an estimate to install new HVAC in those offices.
- A new wall and door have been constructed in the science storage room. This will allow students to access storage for their science projects and equipment without being able to access chemicals. It will improve supervision of students accessing science materials.
- A new wall and door have been constructed in the office. Once complete, this will allow teachers to access the teacher work rooms and copiers when the office is closed after hours.
- The kiln has been delivered and will be assembled and installed soon.
- Carpet samples for the auditorium were delivered. Additional samples have been requested and the company is requesting permission from JCPS to bring in more samples.
- The school is gathering price quotes to replace the stage curtains in the auditorium. Estimates, to date, have been around \$16,000.

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

October 7th – ESS Program began

October 13th – CogAT testing for Advance Program identification

October 14th – PSTA testing for 10th & 11th graders

October 16th & 17th – MS/HS Showcase of Schools

October 22nd – Fall MS/HS Choir Concert

October 23rd – PTSA Fall Festival

It was noted that the PTSA exceeded their goal of \$10,000 raised from the City Saver fund raiser. Funds raised will go toward the auditorium upgrades.

October 27th – Fall MS/HS Band Concert

October 29th – Fall MS/HS Orchestra Concert

November 2nd – No School/Professional Development Day

November 3rd – No School/Election Day

Dr. Parsons explained that she has been advised that, per the Redbook, money that is left unused in an account for more than a year should be transferred to other accounts. Dr. Parsons stated that there is \$1753.29 in the Drama Club account, but the school no longer has a Drama Club. She recommended that the money in the Drama Club account be transferred to the auditorium fund to assist with auditorium renovations. Members of the council noted that using Drama Club funds to update the auditorium and stage would benefit any future Drama Club students. Ms. Chesman moved to transfer the funds. Ms. Thornton seconded the motion. The transfer of funds was approved.

Dr. Parsons distributed copies of the K-6 Teacher Request Policy (2004). The council noted that the policy was no longer followed and many of the specific technologies and communication processes in the policy were irrelevant or outdated. Members expressed a desire to keep an option for parents to request a teacher without obligating school staff to fulfill all requests. The council determined a task force should explore the issue and draft revisions to the policy. Ms. Chesman, Ms. Billings, and Ms. Byron volunteered for the task force. They will bring drafted revisions to the February meeting.

Mr. Wilson updated the council on the work of the Safety and School Climate Committee. The committee is creating a draft for a new discipline policy. The draft policy will be presented at the next SBDM meeting. The policy will split discipline and curriculum items from the policy. The curriculum committee will address the curriculum issues. The committee is also exploring an afternoon dismissal plan to improve the safety and supervision of younger students and the issue of students remaining at school well beyond the 3:00 PM pick up expectation. Members asked if any parents were on the committee. Mr. Wilson stated parents were on the committee and explained the meeting schedule that was created to allow for parent involvement. Additionally, Ms. Chesman presented the council with the requested photographic evidence of Mr. Wilson's participation in Safety Patrol at Lowe Elementary School.

Ms. Pitmon presented the Professional Development Committee report to the council. The committee planned the staff professional development day that took place on October 5, 2015. The agenda included Administration Code training for accountability assessments, PLC activities, and accountability data analysis. The committee is currently planning for the

November Gold Day PD. This PD will include teacher leaders sharing what they have learned in the district provided PD on differentiated instruction.

Dr. Parsons provided information on the start of ESS. The focus areas for ESS are 7th and 8th grade math, Algebra I and II, 3rd grade reading, and End of Course exam classes: 10th English, Biology, and U.S. History. Test data confirmed specific needs for ESS and identified students that were targeted for ESS participation.

Dr. Parsons reported that she will be initiating a process for developing a vision statement for the school. The school has not had a vision statement, and there have been concerns that people outside the school have defined the school's vision. It was stated that a vision statement should be the guiding statement for all school decisions. Members suggested that the school could develop the vision statement by following a process similar to the principal selection process that was used recently. Ms. Byron stated that the school needed to get voices of input from all role groups and provided multiple opportunities for more input to be provided throughout the process. Dr. Parsons distributed an article that addresses the development of vision statements and provides a rubric for creating a quality vision statement. Members asked questions to help clarify the difference between a vision statement and a mission statement. It was stated that the vision is where we see the school in the future and the mission is the guiding process to achieve the vision. Examples in the article were pointed out to the members. The council agreed that the PD committee should plan to add time for vision development on the agenda for the next Gold Day. It was also determined that a survey for feedback be created to get feedback from all stakeholders.

The council discussed Ms. Early's presentation on a new Life Skills course or club. The council discussed possible logistical issues with creation of a new elective versus a club or enrichment. It was also suggested that Life Skills could be embedded into Junior Seminar. Members expressed concern that, while members believed these skills are important, it may be more challenging to attract students to participate. The members expressed interest in getting Life Skills to students but were concerned about how to fit it into the existing school programs. The council agreed that Ms. Early should survey students to determine the extent of student interest in participating in life skills. Ms. Jones agreed to speak to Ms. Early about the council's request.

Dr. Parsons reported updated information regarding the ECE overstaff that was discussed in the last meeting. Helen Glish had volunteered to be overstaffed. It was noted that Ms. Glish came to this decision after determining that her transfer would impact fewer students than that transfer of other ECE staff. The council expressed praise for Ms. Glish in her selfless decision to put students first.

Mr. Graber moved to adjourn the meeting, which was seconded by Ms. Willison. The meeting adjourned at 5:57 PM.