

## WES SBDM Meeting, August 6, 2020

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1. **Call to Order:** Mrs. Wade called the July SBDM meeting to order at 4:02pm on August 6th.  
**Members present:** Carrie Wade, LeAnnda Drysdale, Lora Mason, Margaret Prewitt, and Anthony Sarcione.  
**Guests present:** Caryn Scheiding
  - a. **Approval of an Amendment to the Agenda: Add under new business, Open SBDM Teacher Position.**  
**Anthony Sarcione made a motion to approve the amendment to the agenda. A second motion was made by LeAnnda Drysdale. All in consensus on the amendment to the agenda.**  
**Approval of the Agenda:** Lora Mason made a motion to approve the agenda. A second motion was made by Margaret Prewitt. All in consensus on the approval of the agenda.
  - b. **Minutes from July Meeting:** Lora Mason made a motion to approve the July SBDM minutes. A second motion was made by Anthony Sarcione. All in consensus on the approval of the July SDBM minutes.
2. **Public Comment:** There was no public comment.
3. **Good News:** Great to see new teachers in the building! Great to see our hard-working, dedicated teachers in the building!!
4. **Student Achievement:** No student achievement to report.
5. **Old Business:** No old Business
6. **New Business:**
  - a. **Emergency Plan:** Consultation was held with Council concerning the Emergency Plan..
  - b. **Approval of 2020-2021 Student Handbook:** Consultation was held with Council on the Student Handbook. Mrs. Wade reorganized the handbook to have better flow. She also updated the staff list. New components to the handbook are: Face Masks/Coverings, Class DOJO; which will be school wide (K-5), and added the statement about intervention of school administration. **Anthony Sarcione made a motion to accept the additions, changes, and/or deletions to the 2020-2021 Student Handbook. A second motion was made by LeAnnda Drysdale. All in consensus of the 2020-2021 Student Handbook.**
  - c. **Approval of Supervision of Students as required by board policy/procedure 9.221 AP.1:** Consultation was held with Council. It is located in the master schedule document. We are using the same format that we had last year. We will utilize all certified and classified staff with temperature checks, sanitation, student location and student supervision. Timeline for dismissal is the same. **Anthony Sarcione made a motion to accept the Supervision of Students as presented. A second motion was made by Margaret Prewitt. All in consensus on the Supervision of Students as presented.**
  - d. **Approval of 2020-2021 Master Schedule:** Consultation was held with Council on the 2020-2021 Master Schedule. It is exactly the same as last year. Once registration numbers are in, Mrs. Wade will meet with each grade level team to determine rosters and schedules (readjustment to subject areas to be covered at what time each day). If we go to a virtual model, it will have to be time dedicated for that virtual component, whether we stream or are on Google Classroom. Grandparents' Day is included but we are not having it in September, possibly in our 2nd semester. Early Release Schedule was removed. Mrs. Wade will bring back to Council once the Master Schedule is set. **LeAnnda Drysdale made a motion to approve the 2020-2021 Master Schedule with the understanding that times may be adjusted. A second motion was made by Lora Mason. All in consensus with the understanding that times may be adjusted.**
  - e. **Policy Review Schedule:** Consultation was held with Council on the Policy Review Schedule. Added Gifted and Talented in January. Added Teacher Representative #3 as Facilitator in May. Teacher Representative #1 is LeAnnda Drysdale, teacher representative #2 is Anthony Sarcione, teacher representative #3 will be the new elected teacher to SBDM. Parent Representative #1 is Margaret Prewitt and parent representative #2 is Lora Mason. **Anthony Sarcione made a motion to accept the Policy Review Schedule with noted changes. A second motion was made by Lora Mason. All in consensus to accept the Policy Review Schedule with noted changes.**
  - f. **Policy Review**

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- i. **Activity Account:** Consultation was held with Council on the Activity Account Policy. Mrs Wade will add the following to the Policy; When a teacher position is vacated the funds associated with that teacher’s account will transfer to the new staff member filling the position. Items purchased utilizing activity funds will become property of the school. Unused funds will roll forward into the next fiscal year. Mrs. Wade will present at the September 7th SBDM Meeting with added statements.
  - g. **Policy Development**
    - i. **Technology Use:** Consultation was held with Council on the Technology Policy. Mrs. Wade recommended that we create an ADHOC Committee and delegated Mr. Sarcione as the chairperson. The ADHOC Committee is still responsible for following the open meetings rule. The charge for the ADHOC Committee to create a Technology Policy. The date of the charge for creating the ADHOC Technology Committee is 8/8/2020. The timeline for the first draft is 9/3/2020 (next SBDM Meeting). Special considerations and issues: Will leave up to Mr. Sarcione on stakeholder input. Mrs. Wade recommended that CIO consultation and Jr/Sr High consultation with what they have in their policy. Mrs. Wade provided Mr. Sarcione with the KASC template. The template lets you know what the requirements are. Mr. Sarcione will be the SBDM contact person and will facilitate dialogue regarding the drafting of the Policy. When having a meeting, need a schedule, publicize, have an agenda and appoint someone within the committee to take notes.
    - ii. **Emergency Management Plan Policy:** Consultation was held with Council on the Emergency Management Plan Policy. With the regard to the process, since we do not have these, we will be writing these. There is not a committee that Mrs. Wade would charge with writing Emergency Management Plan Policy. Mrs. Wade recommended that writing the Emergency Management Plan Policy will be the responsibility of the Principal. She will utilize the KASC template and bring to the next meeting to start the process of the first reading and the second reading as well. The committee charges Mrs. Wade for writing the Emergency Management Plan Policy. The date of the charge is 8/8/2020. The timeline for the first draft is 9/3/2020 (next SBDM Meeting). Special considerations and issues: will utilize the sample policy as well as the board policy for language. There is not a need to get stakeholder input for this plan. This plan is congruent across the district. Resources will be the Jr/Sr High current policy and the board policy.
  - h. **Reopening Plan:** Consultation was held with Council on the reopening plan. Reminder the Board of Education is the body that will approve the model, as a council you are approving the delivery. Mrs. Middleton has requested that the principals come to the board meeting on Tuesday, August 11th. Mrs. Wade will keep Council updated. We are not having an open house. New students and kindergarten students; it is very important for them to see our building and meet the teachers. Mrs. Wade is working with Mrs. Feagan, counselors, and FRYSC on a “modified new student orientation”. It would be for one student and two parents. They would need to make an appointment. FRYSC will facilitate. We will still have kindergarten first day pictures.
  - i. **Staffing Update:** Consultation was held with Council on staffing updates. 3rd Grade Teacher is a first year teacher hire. Special Education Position has been posted. Rhonda Wright-Nurse and Darryl Cummins-AD. The district has purchased masks for staff (2 face masks and clear face coverings), sanitation supplies, and hand sanitizer. Teachers are not expected to use their classroom funds. Online Enrollment numbers district wide; 550 students had been registered and 350-360 had not registered as of this morning. Calls are going out to families that have not registered.
  - j. **Teacher-SBDM Position:** Consultation was held with Council on an open SBDM teacher position. Teacher representatives; LeAnnda Drysdale and Anthony Sarcione will set up the teacher election.
7. **Budget Report:** LeAnnda Drysdale made a motion to approve the budget report. A second motion was made by Lora Mason. All in consensus on the budget report.
8. **Adjournment:** Anthony Sarcione made a motion to adjourn the meeting at 5:45pm. A second motion was made by Margaret Prewitt. Next meeting date: September 3rd, 4pm in the WES Library.