**La Grange Elementary School Council**
**Oldham County Schools**

**A G E N D A**
**August 29, 2022**

- Call to Order

- Agenda Approval and Minutes from May 23rd and Special Called Minutes from June 4th, June 17th and July 29th.

- Review Norms

- Council discussions stay within the group until the action item has been approved by the Council
- Start on time and end on time
- Maintain a focus on ensuring the learning of all students
- Be willing to share ideas and open to new learning

- Council Action Items
- Open Records and Open Meetings, Norms and Meeting Schedule for 2022-23 (Enclosure A- links included)
- Code of Ethics (Enclosure B)
- Policy Revisions (Enclosure C)
- Emergency Management Response Plan
- School Report Card (Enclosure D)
- Title I Budget Revision (Enclosure E)
- Staffing and Enter Closed Session to Discuss Certified Personnel Selection per KRS 61.801 (1) (f) for discussions that might lead to the appointment of an individual employee.

- Adjourn

**La Grange Elementary**
**School-Based Decision-Making Council**
**Minutes**
**May 23, 2022**

The La Grange Elementary School Site Based Decision Making Council met in the library for their regular meeting with the following members in attendance: Jessie Gray - Teacher Rep, Meagan Ahlers – Teacher Rep, Sarah Melhorn – Parent Rep, Kiley Walker – Parent Rep, Tracy Simpson – Teacher Rep and Heather Thomas - Chair. Mrs. Thomas called the meeting to order at 2:37 pm.

1) A motion was made to accept the agenda with one change & minutes with the correction of adding Sarah Melhorn's name as well as correcting the spelling of her name, by Sarah Melhorn. The motion was seconded by Jessie Gray and carried with no opposition.

2) Mrs. Thomas presented an ESS plan for the 2022-2023 school year. Heather talked about how successful Missy Cox was with her Math Intervention students. Missy has given her the dates that she is available to work next year. A motion was made by Jessie Gray and Kylie Walker seconded with no opposition.

3) Mrs. Thomas went over Title II Funding with the Council. She shared with the Council how much money is allocated for Title II funding and how we could best use those funds. Jessie Gray talked through the social studies and Heggerty professional development. She talked about the importance of vertical alignment. A motion was made by Sarah Melhorn and seconded by Meagan Ahlers. There was no opposition, and the motion was approved.

4) Mrs. Thomas reviewed the Title I Plan as well as the Title I Parent Involvement Plan. She discussed the budget remaining for this year as well as what the budget will be used for next year to help support our new Parent Party program. We are looking forward to seeing the results of the KSA taken this spring. Results will be released in the fall. Sara Melhorn made a motion to approve the Title I Parent Involvement Plan. This motion was seconded by Kylie Walker. The motion carried with no opposition. Jessie Gray made a motion to approve the Title I Plan, and Meagan Ahlers seconded. This motion also carried with no opposition.

5) Jessie Gray discussed a parent concern regarding EL curriculum. She is a parent of a dyslexic child, and she has concerns. Jessie informed her that KED approved the curriculum that we use with our students. No action was necessary.

6) The Council entered a closed session at 3:03 pm to discuss personnel selection as provided by KRS 61.810 (1)(f). The Council resumed open session at 3:06 pm.

With no additional business, a motion was made to adjourn. The motion was seconded and the Council adjourned at 3:08 pm..

**La Grange Elementary**
**School-Based Decision Making Council**
**May 27, 2022**

The La Grange Elementary School Council met in a special-called session in the library of La Grange Elementary School with the following members in attendance: Tracy Simpson (teacher), Meagan Ahlers (teacher), Kiley Walker (parent), Sara Melhorn (parent), Jessie Gray (teacher) and Heather Thomas (chair), called the meeting to order.

1. The meeting was called to order at 12:00 PM.

2. The Council reviewed and approved the agenda.
3. The Council entered a closed session to discuss certified personnel selection as provided by KRS 61.810 (1)(f) at 12:10 PM.
4. The Council resumed open session at 12:10 PM.
5. With no further business, the Council adjourned.

**La Grange Elementary**
**School-Based Decision-Making Council**
**Special-Called Minutes**
**June 14, 2022**

The La Grange Elementary School Site Based Decision Making Council met in the library for their regular meeting with the following members in attendance: Meagan Ahlers – Teacher Rep, Sarah Melhorn – Parent Rep, Kiley Walker – Parent Rep, Tracy Simpson – Teacher Rep and Heather Thomas - Chair. Mrs. Thomas called the meeting to order at 9:20 am.

1) A motion was made to accept the agenda without the minutes from the May meeting since this is a special-called meeting, which carried with no opposition.

2) Mrs. Thomas presented the Purchase Plan for math workbooks. The desire for math workbooks had already been presented to the council when we shifted from Eureka to Eureka Squared. All members of the council agreed and signed the plan.

3) The Council entered a closed session at 9:25 am to discuss personnel selection as provided by KRS 61.810 (1)(f). The Council resumed open session at 9:27.

With no additional business, a motion was made to adjourn. The motion was seconded and the Council adjourned at 9:29 am..

**La Grange Elementary**
**School-Based Decision Making Council**
**July 29, 2022**

The La Grange Elementary School Council met in a special-called session in the library of La Grange Elementary School with the following members in attendance: Brittany Stephens (teacher), Sara Melhorn (parent), Jessie Gray (teacher) and Heather Thomas (chair), called the meeting to order.

1. The meeting was called to order at 2:50 PM.
2. The Council reviewed and approved the agenda.
3. The Council entered a closed session to discuss certified personnel selection as provided by KRS 61.810 (1)(f) at 3:00 PM.
4. The Council resumed open session at 3:10 PM.
5. With no further business, the Council adjourned.

August 26, 2022

La Grange Elementary School Council
Oldham County Schools

CONCERN:

At our initial council meeting, there are some important documents to review to make sure our council runs efficiently. Council members have access to school council policies, bylaws, CSIP and our budget in our La Grange SBDM folder so members can easily access documents governing the school's work. The Council also needs to review SBDM norms and establish meeting dates for the 2022-23 school year.

DISCUSSION:

The goal of our council is to work to **increase student achievement** which should be at the forefront of every discussion, policy and decision. The norms for our council are ground rules or habits that help establish a collaborative team around collective commitments. Previous councils established a set of norms, which need to be revised to align with the beliefs of our current council members.

Annually, we need to review some important documents that may have been covered in your SBDM training. The Student Rights and Display of National Motto are linked.
Additionally, the attorney general's office requires the documents below be distributed to council members within 60 days of the beginning of the council's term. Kentucky Open Records and Open Meetings explains the provisions of the open meetings act and the open records act. Managing Government Records provides guidance on how to manage public records and how to keep them organized and accessible.
Proof of Receipt must be signed by all council members to verify that they have received copies of "The Kentucky Open Records and Open Meetings" and "Managing Government Records." This signed form is kept on file at the school office

RECOMMENDATION:

After reviewing the norms, revise and approve our norms and meeting dates for 2022-23.

- Council discussions stay within the group until the action item has been approved by the Council
- Start on time and end on time
- Maintain a focus on ensuring the learning of all students
- Be willing to share ideas and open to new learning

Sign Proof of Receipt once discussed and all questions have been answered.

August 29, 2022
**Enclosure B**

La Grange Elementary School Council
Oldham County Schools

CONCERN: Discuss and endorse the La Grange Elementary School Council Code of Ethics/Oath of Office.

DISCUSSION: Our L.E.S.C. Policy 1001 requires the Council to examine the Code of Ethics at the first meeting of each year. This is a way for the Council to publicly express its values and commitment as well as help the Council members examine priorities and beliefs. The Council may make revisions in the Code of Ethics to better reflect the values of the members. Once the Council has agreed to the Code of Ethics, each member is to demonstrate his or her commitment to it by signing a copy that will be kept with the official minutes.

Please find a copy of the Statement of Ethics following this discussion.

RECOMMENDATION: Consider the Code of Ethics and make any changes that the Council feels are necessary. Endorse the Code of Ethics for the 2022/2023 school year and sign a copy for the official records.

LA GRANGE ELEMENTARY SCHOOL COUNCIL POLICY

CODE OF ETHICS 1001

| TOPIC | STATEMENT |
|---|---|
| a. Code of Ethics (defined) | The Code of Ethics will be a statement of professional standards that the Council will follow as it makes decisions affecting the children served by the school. The Code of Ethics will reflect the values and the commitment of the Council Members. |
| b. Review | Council will review the Code of Ethics at the first meeting of each year. Revisions shall be made as needed to better reflect the values of the Council members. |

c. Commitment The Council members will demonstrate their commitment to the Code of Ethics by affixing their signature to a copy of it which will remain with the official minutes of the Council's actions.

Adopted – La Grange Elementary School School-Based Decision Making Council – August 23, 1995;

Revised- September 26, 2000; March 27, 2006; August 2013; July 21, 2017; July 24, 2020; July 27, 2021; August 29, 2022

**STATEMENT OF ETHICS**
**FOR**
**THE LAGRANGE ELEMENTARY SCHOOL COUNCIL**

**Members of the La Grange Elementary School Council, while representing teachers, parents, and school administrators, have the educational welfare of the students served by the school as its highest priority. We acknowledge that the school belongs to the public it serves and that our responsibilities as council members require gathering and giving accurate information and making decisions that will be in the best interest of the students. We further acknowledge that we can best meet our responsibilities when we work as a team, show respect for one another, show honesty, and demonstrate a commitment to the school and to our responsibilities.**

**Refraining from discussing information that can be detrimental to a person or a group is a behavioral standard by which the council will abide.**

**The responsibilities of the council and these acknowledgements require each council member to maintain standards of exemplary professional behavior. Each council member and the council as a whole will be observed and appraised by the faculty, students, and community. In the interest of the school and each student served by the school, the council subscribes to the following statements of ethical standards.**

**Members of the council shall:**

* **Make the well-being of students the fundamental value in all decision-making actions.**

* **Fulfill responsibilities with honesty and integrity.**

* **Obey local, state, and national laws.**

* **Abide by policies set by the council.**

* **Demonstrate a willingness to work as a team.**

* **Demonstrate willingness to compromise in the interest of the welfare of students.**

* **Show support of decisions made by the council.**

* **Avoid sharing information that is considered confidential by the council.**

* **Represent his/her constituency group as accurately as possible while understanding that the council, as a whole, works on the behalf of the school as a whole.**

* **Demonstrate commitment to the work of the council and the school.**

* **Avoid using positions for personal gain through political, social, religious, economic, or other influence.**

* **Demonstrate respect for all people regardless of race, national origin, sex, religion, and political affiliations.**

The 2022/2023 La Grange Elementary School Council signifies its endorsement of this Statement of Ethics by signing below:

_____
Brittany Stephens, Teacher Representative

_____
Tracy Simpson, Teacher Representative

_____
Jessie Gray, Teacher Representative

_____
Sara Melhorn, Parent Representative

_____
Kiley Walker, Parent Representative

_____
Heather Thomas, Principal/Council Chairperson

August 29, 2022
**Enclosure C**

La Grange Elementary School Council
Oldham County Schools

CONCERN:

The phrase *council policies* refer to what the school council develops and adopts concerning how the school operates. This includes such items as curriculum development, determining school schedules and technology use in schools. Policies are the rules, guidelines and procedures for school operations.

DISCUSSION:

School council policies need to contribute to raising student performance and keep a focus on achieving our mission and goals. As our goals and procedures evolve, the council needs to review our policies to determine if and how they need to be revised.

RECOMMENDATION:

Discuss council policy 1006, 1009 and 2001, make revisions, ask questions and seek additional information if needed.

LA GRANGE ELEMENTARY SCHOOL COUNCIL POLICY

DETERMINATION OF THE SCHEDULE OF THE SCHOOL DAY AND WEEK 1006

| Topics | Statement |
| --- | --- |

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|---|---|
| Scheduling | The Schedule of the Day and Week Policy for La Grange Elementary ensures that all students are provided equitable access to all components of the school's curriculum within the master class schedule and aligns with La Grange Elementary School's mission and vision statements.<br><br>Scheduling shall mean the development of a master plan for using time within the school day set by the state and the Board of Education and the use of time over a span of one week, one grading period, and/or one semester. |
| Standing Committee | The school leadership committee, in collaboration with PLCs, shall submit ~~schedules~~ the master schedule to the Council for approval. Upon approval, the principal shall be responsible for disseminating the schedule to all staff members. The principal shall assign staff members to grade level assignments and duties.<br><br>The school leadership committee shall be responsible for reviewing and recommending changes to the school schedule each spring. |
| Criteria | The criteria to be met in scheduling shall include:<br>• Promoting teacher effectiveness to the fullest.<br>• Reflecting appropriate use of the instructional day.<br>• Providing time for shared instructional planning.<br>• Complying with individual contracts and job descriptions.<br>• Complying with all federal, state, and Board regulations.<br>• Supporting the school's instructional goals and program. |
| Common Planning and Professional Learning | All teachers shall be given one period daily for planning and professional learning. Grade-level teachers shall be provided a common planning time. Non-core teachers will participate in professional learning with the department in which it shares the common planning time. |
| Monitoring | The Council shall monitor the school's schedule with assistance from the School Leadership committee and make changes whenever necessary to improve the schedule. |

Link Master Schedule

| TOPICS | STATEMENTS |
|---|---|
| a. Unscheduled Appearances | Those who are in attendance at a meeting of the La Grange Elementary School Council shall be provided an opportunity to discuss issues under consideration by the Council by the following procedures:<br>1. A sign-in sheet will be provided by topic for interested parties to indicate their interest in speaking on an issue.<br>2. As each topic is discussed, the chairperson will call on speakers in the order they signed the sign-in sheet. Each speaker will be limited to three (3) minutes. Input will be allowed before the Council makes a decision.<br>3. Input/Reactions must pertain to the topic and must be within the authority of the Council.<br>4. After persons have spoken from the sign-in sheet, the chairperson will permit others to speak to the item under discussion provided their remarks are relevant to the topic. |
| b. Placement on the Agenda | Any person or persons wishing to present a matter to the council, other than an appearance pursuant to subsection a. of this policy, must register with the principal no later than noon on the fifth working day preceding the next regularly scheduled Council meeting. The principal may grant exceptions to this registration requirement as the agenda permits. The subject of the presentation shall be stated at this time. |
| c. Distribution of Material | Material intended for consideration by the Council will be left with the principal at the time of registration. No materials are to be distributed directly to Council members or to others in attendance at the meeting. |
| d. Spokespersons | Any group appearing before the Council shall select a spokesperson who shall address the Council. Other members of the group may do so with the permission of the principal. |
| e. Limitations | The Council reserves the right to limit or terminate discussion on any subject introduced by an individual or group. Input/Reactions must pertain to the topic and within the authority of the Council. |

Adopted: La Grange Elementary School School-Based Decision Making Council – August 25, 2013
Revised: September 2017; May 18, 2020; July 27, 2021, August 29, 2022

## LAGRANGE ELEMENTARY SCHOOL COUNCIL POLICY

REVIEW OF CHALLENGED INSTRUCTIONAL MATERIAL 2001

| TOPICS | STATEMENT |
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|---|---|
| a. Request for Review | The review of instructional material, including textbooks, supplementary materials, and library books, on the basis of citizen concerns will be conducted in response to a properly filed request. The request in writing shall include a statement of reason for objection and a statement of desired action regarding the material.<br><br>In the event of a citizen complaint regarding instructional materials, freedom of information and professional responsibility shall be the guiding principles. However, the principal may temporarily withdraw the material pending a decision of the Council. Additionally, individuals may be assigned other materials in lieu of those being challenged. |
| b. Review | The Principal shall establish an ad-hoc Review Committee, composed of the Principal, the media specialist, two staff members whose subject area is affected, and two parents.<br><br>The following steps shall be taken by the Review Committee:<br>1. Read or examine the materials in question;<br>2. Conduct a check of the acceptance of the materials in professional reviewing media and of teacher rationale for the selection of the material;<br>3. Make a value judgment concerning the materials as a whole, and not on parts taken out of context; and<br>4. File its written decision with the Principal and send a copy to each member of the School Council.<br><br>The Principal shall then inform the complainant in writing of the committee's decision within ten (10) school days. |
| c. Appeal | Within ten (10) school days after the complainant has been informed of the committee's decision, the complainant may appeal the decision, in writing, to the School Council.<br><br>Upon receipt of the appeal, the School Council will review the challenged material, the challenge request form, the decision of the Review Committee, and any pertinent information relating to the material at its next regularly scheduled meeting. The School Council may arrive at its decision at this meeting or delay the decision, to collect additional information, until the following meeting. The School Council shall notify the complainant of its decision at a date no later than five (5) days following the second meeting. |

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|---|---|
| d. Appeal | The decision of the School Council may be appealed to the Superintendent and the Board of Education by the process established by O.C.B.E. policy 1070. In the event of an appeal, the Council will forward all the information related to the challenge to the Superintendent and the Board of Education. |

Adopted – La Grange Elementary School School-Based Decision Making Council – September 19, 1995; Revised - July 8, 1997; Revised March 16, 1999; Revised April 18, 2000; Revised September 26, 2000; Revised September 25, 2001; Revised March 27, 2006; Revised August 1, 2007; Revised June 30, 2011; Revised August 27, 2013, May 18, 2020; July 27, 2021; August 29, 2022

August 29, 2022

La Grange Elementary School Council
Oldham County Schools

CONCERN:

During the Council meeting, review the Emergency Management Response Plan for 2022-2023. Due to the sensitive nature of the information, the plan is not enclosed.

DISCUSSION:

According to KRS. 158.441(1), each SBDM Council shall review and update its Emergency Management Response plan annually. The Emergency Management Response plan was revised to include maps for off site evacuation sites. The plan also includes job assignments and back-up personnel in case of an emergency. As a Council, we need to review the plan with Mrs. Reed before a motion to approve.

RECOMMENDATION:

Approve the revised Emergency Management Response Plan for 2022/2023.

August 29, 2022
ENCLOSURE D

La Grange Elementary School Council
Oldham County Schools

CONCERN:

The Kentucky School Report Card is a student-centered document to ensure that students are well-rounded and prepared for life.The datasets within this report analyze a broad spectrum of school data.

DISCUSSION:

Starting in July, La Grange is asked to review merged data and input additional data with the key goal of advancing student learning. Mrs. Reed will be sharing our current School Report Card for the 22-23 school year.

RECOMMENDATION:

Approve the current School Report Card by signing.

August 29, 2022
Enclosure E

La Grange Elementary School Council
Oldham County Schools

CONCERN:

Review and revise the Title I Budget for 2022-2023.

DISCUSSION:

Title I provides financial assistance to schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. With roughly 56% of our population qualifying for free/reduced lunch, La Grange Elementary is designated as a schoolwide Title I school, which means 100% of our students benefit from the use of Title I funds to support their education.

Title I funds can be used for staffing, materials and professional development. The state has started a new reading professional development program for staff called LETRS. The district is covering the $1250 stipend for three of our staff members; however, our staff signed up 15 participants, not just three. The district plan prohibits paying administrative staff or district interventionists. With those exceptions, we have seven staff members that would qualify for the stipend for a total of $8750.

RECOMMENDATION:

Recommend and approve the budget change to include stipends for the remaining staff members.