

# WILLIAMSTOWN Elementary School

SBDM COUNCIL  
MEETING MINUTES  
July 7, 2022  
9:00AM-WES Library

*\*Social distancing will be practiced during this in-person meeting. Guests will be permitted in limited capacity in order to maintain social distancing guidelines. All participants will be expected to wear an appropriate face covering or mask for safety reasons.*

**Williamstown Elementary is committed to growing resilient learners by providing unique academic and real world experiences in a safe and caring environment.**

**Call to Order:** Mrs. Wade called the July SBDM meeting to order at 9:07am on July 7th.

**Members present:** Carrie Wade, LeAnnda Drysdale, Margaret Prewitt, Brad Adams, and Morgan Popham. Rebecca Eden was absent.

**Guests present:** Erica Erbskorn, Kelly Hash, and Haley Cox

## I. Call to Order

- A. **Approval of Agenda:** Brad Adams made a motion to approve the July Agenda. A second motion was made by LeAnnda Drysdale. All in consensus on the approval of the July Agenda.
- B. **Approval of the June SBDM Minutes:** LeAnnda Drysdale made a motion to approve the June SBDM Minutes with the correction of the mission statement. A second motion was made by Brad Adams. All in consensus on the approval of the June SBDM Minutes with the correction of the mission statement.
- C. **Good News Items:**
  - Archery did well at Nationals! 10 archers shot their personal best!
  - Summer cleaning is going well. Custodians are doing a great job!!
  - Summer session went well.
- D. **Public Comment:** There was no public comment.

## II. Student Achievement Report/Data:

### A. Review of Summer Session

Consultation was held with Council on the Summer Session. Lindsey Wolfe reported there was an average attendance of 44 students. 85% of students in grades 3-5 have memorized their 1-12 multiplication facts. Each student received 12 books to take home. Scholastic Lit Camp and HMH into Math were used. STAR tests show mixed results. Everyone had a great time!

## III. School Improvement Planning:

### A. New Member Orientation to CSIP

Consultation was held with new Council members.

### B. Monthly Review (Overview of CSIP)

Consultation was held with Council.

## IV. Budget Report

### A. Review and Approve Current Budget

Brad Adams made a motion to approve the budget. A second motion was made by LeAnnda Drysdale. All in consensus on the approval of the budget.

## V. Bylaw/Policy Review:

### A. Review and Revise the following Policy(ies)

- 1. Primary and Intermediate Retention - Second Reading

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LeAnnda Drysdale presented the Primary and Intermediate Retention Plan. Consultation was held with Council on incorporating MTSS data and STAR data into the policy. Replaced the first paragraph with the sample handout information. **LeAnnda Drysdale made a motion to approve the revisions of the policy. A second motion was made by Morgan Popham. All in consensus on the approval of the revisions of the policy.**

**B. Review By-laws**

Consultation was held with Council.

**C. Second Reading of Principal Selection Consultation Policy**

Consultation was held with Council. We are keeping our Hiring Staff and Consultation Policy and adding the Principal Selection Consultation to it. **Margaret Prewitt made a motion to approve the adding of the Principal Selection Consultation to our Hiring Staff and Consultation Policy. A second motion was made by Brad Adams. All in consensus on the approval of adding the Principal Selection Consultation to our Hiring Staff and Consultation Policy.**

**D. Review 2022-23 Monthly Policy & Bylaw Review Chart**

Consultation was held with Council.

**E. Review Code of Ethics**

Consultation was held with Council.

## VI. New Business

**A. Approval of Field Trips & Fundraisers**

There were no field trips or fundraisers.

**B. Title I - Approval of Use of Funds for 2022-2023 School Year**

Consultation was held with Council the Title I funds for the 2022-2023 school year in the amount of \$131,439.99. There is \$109,776.00 being used for staffing, leaving a total of \$21,664.00. Mrs. Wade presented Council with two options. Option one-Hiring an Instructional Assistant(\$19,500, if the person did not take any insurance), (\$25,000, if the person took single insurance), and \$29,000, if the person took family insurance). Option two-Social/Emotional Learning Program-Panorama. This would replace the Resiliency Poll. The program does interface with Infinite Campus. Our part of the program is \$4,500. Dedicate the left over of \$17,164 to hardware. **Brad Adams made a motion to approve the use of the 2022-2023 Title I Funds for the purchase of the Panorama program (\$4,500) and use the remaining funds for hardware (\$17,164). A second motion was made by Morgan Popham. All in consensus on the approval of the use of the 2022-2023 Title I Funds for the purchase of the Panorama program (\$4,500) and use the remaining funds for hardware (\$17,164).**

**C. Set Meeting Schedule for 2022-23**

Meetings were set to the first Thursday of each month with the exception of the following: October 13th meeting will be September 29th due to fall break and April 13th meeting will be March 30th due to spring break.

**D. Form for Receiving Email Notices**

Consultation was held with Council. Forms were signed and turned in.

**E. Proof of Receipt Form for KY Open Records & Open Meetings Act & Managing Public Records**

Consultation was held with Council. Forms were signed and turned in.

**F. Review Freedom of Speech & Religious Laws (KRS 158.195, 158.183, 158.186)**

Consultation was held with Council.

**G. Review Records Retention Document**

Consultation was held with Council.

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## H. Review & Approve Tentative Master Schedule

Consultation was held with Council. K-3 is self contained and 4-5 is departmentalized rotation. All elementary students will be eating breakfast and lunch in the elementary cafeteria. Mrs. Wade appreciates all the input that Mrs. Drysdale and Mr. Adams gave when they were working on the master schedule. **Brad Adams made a motion to approve the Tentative Master Schedule. A second motion was made by LeAnnda Drysdale. All in consensus on the approval of the Tentative Master Schedule.**

## I. Approve Code of Conduct/Student Handbook for 2022-23

Add retention verbiage. **Morgan Popham made a motion to approve the Code of Conduct/Student Handbook for 2022-23. A second motion was made by Brad Adams. All in consensus on the approval of the Code of Conduct/Student Handbook for 2022-23.**

## J. Approve School Fees for 2022-23

Consultation was held with Council. A technology agreement from Grant County was given to Council. Technology fees need to be increased due to the damage that is happening to the Chromebooks. **Brad Adams made a motion to increase the technology fee from \$5 to \$15. A second motion was made by Morgan Popham. All in consensus on the increase of the technology fee from \$5 to \$15.**

## K. Consultation on Staffing

Open positions: 2nd Grade Teacher, 5th Grade Teacher, and Special Education Teacher. We have hired a 3rd grade teacher and a 5th grade teacher. We still have an open 5th grade position due to another teacher leaving. The top reasons for staff leaving are the job is closer to home and the pay is more per Mrs. Wade.

## L. Consultation on Room/School Space Changes

Primary Special Education will be in room 91. Book Room/Copiers will be in room 10. RTI will be in room 10A. Assistant Principal will be in room 8. Counselor will be in room 9A. Speech will be in room 9B. Special Ed will be in room 8. STEM will be in room 4. 5th Grade will be in room 7. May be a possibility that RTI and Speech may flip rooms.

## VII. Ongoing Learning

### A. Council Training

July 25th in the Library.

## VIII. Upcoming Deadlines

A. July 31 - New Council Members Training Deadline

## IX. Adjournment

### A. Next Meeting - August 4th, 4pm, WES Library

**Brad Adams made a motion to adjourn the meeting at 12:01pm. A second motion was made by Margaret Prewitt. All in consensus on the adjournment of the meeting.**