

RECORD OF SITE-BASED DECISION-MAKING COUNCIL PROCEDURES MINUTES

The North Washington Elementary School Site-Based Decision Making Council met at North Washington Elementary School for a meeting on Thursday, the twenty-first day of July, 2022 for a regular called meeting, with the following members present:

--Alicia Kelly	--Rhoda Whitaker	--Daralyn Kirkpatrick
--Miranda Yonts	--Pam Nicholas	--Bart Price

Member(s) Absent:
N/A

Guest(s) Present: N/A

Called meeting to order at 3:00 PM

- Welcome/introductions were made.
- Reviewed agenda and provided opportunity for public comment.
- Minutes were reviewed. Motion made by M.Yonts and seconded by R.Whitaker to approve.
- NEW BUSINESS
 - a. **Good News Report**
 - i. Mrs. Kelly shared that the POST program had a great turnout for summer camps. All the staff involved did a great job and the kids seemed to really enjoy it.
 - ii. Mrs. Kelly shared that summer feeding that was provided in June was able to continue through July. North's freezer has been down the last few weeks of summer feeding but it has been repaired allowing families to pick up at North again starting next week.
 - b. **Public Comment**

No comments shared

Planning for Student Achievement:

School Budget Update/Overview

Mrs. Kelly shared the tentative budgets for the 2023 fiscal year. Motion was made by R. Whitaker and seconded by D. Kirkpatrick to approve.

SEL District Resource

Mrs. Kelly shared a new social emotional learning resource that the district will be purchasing with each school contributing \$500. An administration team met on a zoom call to hear an overview of the program, Satchel Pulse. It provides a way to assess students in non-academic areas and provide supports as needed which will be a great addition for our RTI work. It also provides Tier 1 resources that can be utilized in the CARE classroom or even by classroom teachers as needed. It provides Tier 2 and 3 resources as well that can be used for small group or individual counseling sessions. We are grateful for the district support with this purchase.

2022-2023 Instructional Schedules

Mrs. Kelly shared the overview of class and school master schedules. She communicated that it would include 55 minutes for classroom teacher planning/day with related arts teachers being given 80 minutes due to the wide range of levels they must prepare for. 20 minutes for teacher and student lunch, with 5 minutes added for kindergarten. The related arts' schedule was presented and will run on a 2-week cycle this year. We will monitor throughout the year and reevaluate if needed. Instructional and minutes for content areas as well as activities times were presented for each grade level. Intervention and enrichment schedules will be shared at our August meeting.

Motion was made by B. Price and seconded by P. Nicholas to accept the schedule framework as presented.

Update on Enrollment/Class Sizes/Teacher Enrollment

Mrs. Kelly shared an update on enrollment. Due to high numbers in 2nd grade and low numbers in 3rd grade, a 2/3 split was created. 4th grade is up right now with 29 students in each homeroom. This will be monitored closely. Mrs. Kelly asked council to begin considering how we can use supports within the building to assist 4th grade if numbers remain high. Schoolwide, our enrollment is up 4 students from our projected enrollment.

Arrival Procedures

Mrs. Kelly shared the staff survey regarding arrival procedures. The majority requested to go back to common areas as was done prior to Covid. The cafeteria staff and our food services director have concerns about breakfast numbers. We were serving about 100 more meals when students were eating in the classroom. The council agreed that there are positives and negatives to both arrival procedures, but feel it is important to hear teacher voice and at least try this again. We can reevaluate if it is not working well. Students will not have to choose between breakfast or another area. All students in the same grade level will go to the same area and be offered a breakfast there. A more detailed arrival schedule will be shared at the August meeting. Motion was made by R. Whitaker and seconded by P. Nicholas to go back to arriving in common areas.

Student/Family Handbook

Mrs. Kelly shared middle school staff feedback on cell phones. Cell phone expectations were added to the staff handbook to include no cell phone use during the instructional day (7:30-3:30) to include not being used as a reward. Students will be expected to keep phones in bookbags, lockers, or not bring to school if that is an issue. Consequences for not following expectations will be outlined in the handbook as well. Motion was made by P. Nicholas and seconded by M. Yonts to approve the student/family handbook.

Staff Handbook

Mrs. Kelly presented the staff handbook. Motion was made by R. Whitaker and seconded by D. Kirkpatrick to approve.

Other Business:

Policy Review/Update

Mrs. Kelly provided a review of SBDM Bylaws and the following policies.

Consultation Procedure
Discipline and Classroom Management
Dress Code

Motion was made by R. Whitaker and seconded by B. Price to approve policies as presented.

New Policies

Mrs. Kelly provided a review of the following new SBDM policies.

Principal Selection
Committees

Motion was made by M. Yonts and seconded by P. Nicholas to approve the 1st reading of the new policies as presented.

Announce New Hires

Council announced the following new hires.

Lexi Thompson- Girls' Basketball Head Coach
Jerry Bartley- Girls' Basketball Assistant Coach
Tyler Campbell- Assistant Principal

Motion was made by R. Whitaker and seconded by M. Yonts to approve new hires. No opposition was made.

2022-2023 Meeting Schedule

Council discussed most appropriate meeting schedule for the 2022-2023 school year. The North Washington SBDM will meet beginning in September every 3rd Monday of the month at 3:45 in Room 103. The August meeting will be held on August 24th at 3:30.

Executive Session:

Not needed.

Open Session:

The next SBDM meeting will be held on Wednesday, August, 24, 2022 at 3:30. The meeting adjourned at 4:10 PM.