

**EDYTHE J. HAYES MIDDLE SCHOOL
SBDM COUNCIL
JUNE 21, 2005
MINUTES**

Council attendance: Jay Bank, Clif Cason, Dave Hoskins, Darryn Morris, Matthew Sherrard
Guest attendance: Robert Murray, Tony Blackman, Stacy Hoskins

Topic: Agenda

Mr. Sherrard motioned to accept the agenda. Mr. Morris seconded the motion. The council approved the agenda.

Topic: Minutes

May 31, 2005 minutes were amended to reflect Vince Mattox as the council's choice as trainer for the principal hiring process. Motion was made by Mr. Morris to amend the minutes. Mr. Sherrard seconded the motion. The council approved the amendment.

June 7, 2005 minutes were reviewed. Mr. Bank motioned to accept the minutes. Mr. Sherrard seconded the motion. The council approved the minutes.

June 15, 2005 minutes were reviewed. Mr. Sherrard motioned to accept the minutes. Mr. Morris seconded the motion. The council approved the minutes.

Topic: Old Business

No old business was discussed.

Topic: New Business

Mr. Cason asked about the process for replacing the parent member on the incoming 2005-2006 council, who resigned recently. Mr. Hoskins explained that he had spoken with Vince Mattox, Mrs. Leah Nugent (PTSA president), and Mrs. Tracy Moore (PTSA member) about the process. It will be up to the PTSA as to how and when to handle the parent election process.

Mr. Morris discussed his conversation with Susan Weston, the executive director of the Kentucky Association of School Councils. It was her recommendation that the council be in compliance in regards to legally required policies. Mr. Hoskins supplied the council with sample policies from Morton Middle School for the council. The council decided to pass the policies, with the understanding that the new administration and council revisit the policies. The council evoked the By-Law Clause to allow emergency reading and passing of policies with one reading.

Topic: Consultation Policy

Third reading on the consultation policy was conducted. The addition of the principal selection was added to the policy. It was clarified that the policy was for certified staff. Mr. Bank made the motion to accept the policy. Mr. Cason seconded the motion. The council approved the policy.

Topic: Instructional Program Policy

Mr. Sherrard motioned to accept the policy. Mr. Bank seconded the motion. The council approved the policy.

Topic: Implementation of Discipline and Classroom Management Techniques Policy

Mr. Sherrard motioned to accept the policy. Mr. Cason seconded the motion. The council approved the policy.

Topic: Determination of the Schedule of the School Day and Week Policy

The current daily schedule is currently being reviewed by Mr. Murray, Mr. Sherrard, Mr. Ford, and Mr. Hoskins to deal with conflicts and problems that have arisen with certain course offerings. Once the schedule is fine tuned, it will be presented to the council for final approval.

Mr. Bank motioned to accept the policy. Mr. Morris seconded the motion. The council approved the policy.

Topic: Technology Policy

Mr. Morris motioned to accept the policy. Mr. Cason seconded the motion. The council approved the policy.

Topic: Student Assignment Policy

Mr. Murray added that the policy should read “the counseling and administrative department.” The council discussed the role of team leaders in student scheduling. It was decided that student scheduling should be centralized to the counseling office. Mr. Morris motioned to accept the policy. Mr. Sherrard seconded the motion. The council approved the policy.

Topic: Staff Time Policy

The bullet stating staff duties would be rotated was eliminated. Mr. Sherrard motioned to accept the policy. Mr. Morris seconded the motion. The council approved the policy.

Topic: Parental Involvement Policy

Mr. Bank motioned to accept the policy. Mr. Cason seconded the motion. The council approved the policy.

Topic: Curriculum Policy

Mr. Morris motioned to accept the policy. Mr. Bank seconded the motion. The council approved the policy.

Topic: Budget and Expenditure of General Funds Policy

Mr. Morris motioned to accept the policy. Mr. Sherrard seconded the motion. The council approved the policy.

Topic: Visitors to School Policy

The council discussed the section referencing parent visits to resource rooms. Confidentiality issues were raised if parents were allowed to visit resource rooms, so Mr. Murray said that he would check with IAKSS about it. The council also discussed the section stating that no students outside of the school may visit or shadow during the day. The council added “unless sponsored by the school.” The council then decided to address the resource room visit section at a later date, but to pass the policy with that section intact.

Mr. Morris motioned to accept the policy. Mr. Sherrard seconded the motion. The council approved the policy.

Topic: Fundraising Policy

The council removed item E from section II. Mr. Bank motioned to accept the policy. Mr. Sherrard seconded the motion. The council approved the policy.

Topic: Extracurricular Policy

The council removed the section dealing with a first-come-first-serve basis in the Use of School Space section. The council agreed that the sport in season should have first priority of facilities.

The council discussed the issue of students required to pass $\frac{3}{4}$ of all courses in order to participate in field trips. The council decided to remove that section. The council decided that 6th grade trips should be confined to one day trips, nothing overnight. For 7th and 8th grade field trips, if a major trip is planned, it should include all teams within the grade level. In section C under field trips, the phrase “for major discipline problems” was added to the three office referrals. In section D under field trips, “declined” was added to include students who voluntarily do not participate in field trips.

Under club formation, the council replaced “will” with “may” in number one, and removed all references to A/A class, as that may not be offered next year.

Under the eligibility section, the council discussed calculating the student’s GPA, which will be a 2.0.

Due to the late hour, the council decided to table the extracurricular policy, the writing policy, and the flexible workday policy for the next meeting.

Topic: Budget

The budget submitted to IAKSS and the budget passed by the SBDM council did not match. The council agreed to move \$1,000 from the principal’s office travel to postage. The council approved the budget dated March 31, 2005, with the above change, for the 2005-2006 school year.

Topic: Hiring Consultation for 2005-2006

The following staff assignments were submitted to the council for approval:

- 6th grade language arts: Deedra Murray
- 7th grade language arts: Donna Clement
- 7th grade language arts: Bonnie Michaels
- 7th grade language arts: Mary Ellen Hunt
- Reading specialist: Connie Hoskins
- 8th grade social studies: Jeremy Dulaney
- 8th grade language arts: Caroline Capel
- 8th grade math: Catherine Dennison
- Business and marketing: Michael Hackworth
- Art: Ilona Tackett
- ESL: Kathleen McIntrye
- Special education: Brent Douglas
- Special education: Tim Logsdon
- Special education: Karen Brown

One custodian who had resigned has decided to stay. The school still needs a Spanish teacher, a special education teacher, a youth service center director, a custodian, and three para-educators.

Mr. Cason motioned to accept the recommendation to hire the above. Mr. Sherrard seconded the motion. The council approved the recommendations of the above personnel.

Topic: Principal Selection

Mr. Hoskins said that IAKSS has principal applicant folders ready for council review. The council decided to meet on Tuesday, June 28, 2005 at 9 AM in the library to review the folders.

The council will review the folders, discuss the extracurricular, writing, and flexible workday policies, and finalize the principal interview questions at the June 28 meeting.

At 8:20 PM, Mr. Sherrard motioned to adjourn the meeting. Mr. Cason seconded the motion. The council moved to adjourn at 8:20 PM.