

District Leadership Team

July 29, 2015

9:00am

Present: Jim Hamm, Sanford Holbrook, Jamey Johnson, Tracy Teegarden, Tammy Leadingham, Diana Wells, Thomas Mitchell, and Sherry Myers.

Mr. Holbrook, Superintendent began the meeting by advising the committee that they would be meeting each pay day on the 15th and 30th at 9:00am. The team will be discussing items to improve our school. There will be some soil testing going on at the back lot of the school near 616 in the next couple of days. The health fair is going on today July 29, 2015 from 1pm – 5pm. Mr. Holbrook has attended a Superintendent training that was very beneficial and went well. A new DOSE has been hired for the district and is present in the meeting today. He will be moving to the community soon. He has plans to attend the Germantown fair next week and advised the committee if they know of any of our students doing activities at the fair to let him know. The team will grow and work together as a team throughout the year.

Jamey Johnson, Principal, presented to the committee that he has been finalizing the master schedule. The Chinese teacher will be beginning in September so the schedule has to be adjusted for this. A new English teacher and LBD/FMD teacher has been hired at the district.

Holly Linville, DPP/IS, was not present at the meeting due to attending a DAC training.

Tracy Teegarden, Finance Officer, presented to the committee that she has been working with the district auditor and finishing fiscal year 2015 year end. The unaudited annual financial report for 14-15 has been completed and submitted to KDE. Fixed assets have been posted and depreciated. Currently working on unmet needs report and expenditure information for school report card. Miss Teegarden will be focusing on the working budget thoroughly from now until September when it will go before the Board for approval. Fiscal year end unassigned balance is currently at 501,523.83. Ending the year with this balance will increase the 15-16 budget beginning balance. The district has had staff changes and the Finance Officer is working on getting verifications completed to get salary information updated in the budget as well.

Tammy Leadingham, Director of Special Education & Preschool, introduced herself to the committee. She came here from Fleming County. Everyone has been wonderful in welcoming her to the district. She will be attending some trainings soon. She was a special education teacher for two years in Augusta Independent School, ten years at Fleming County School, and completed one year at MATC as a business education teacher.

Diana Wells, FRYSC Director, presented to the committee that she has previously attended a victory over violence conference and her required professional development has increased to 24 hours from 12 hours required last year. She will be attending the health fair today from 1pm –

5pm and there will be a tailgate back to school bash on August 10, 2015 from 5pm – 7pm. The FRYSC council meets every other month and invited Superintendent Holbrook to attend. Mrs. Wells is currently planning to have an Anthem community outreach program meeting and a coach's initiative.

Thomas Mitchell, Community Education Director, DTC, & CIO has previously attended a very beneficial infinite campus training. Mr. Mitchell has been working with Mrs. Linville to properly put households in infinite campus and setting up grade book. He has got all new staff added to our system and set up with computer and email logins. He will be adding everyone on the leadership team so that they receive the Superintendent emails so that everyone is up to date with when reports come due. Mr. Mitchell is currently working to get parents to complete the required FRAME form and technology form for the year. He is working to get information posted to website as well. Mr. Mitchell has been working with Miss Teegarden on getting ERATE reports filed for funding reimbursements. The district has purchased some new computers for staff and will be purchasing six calculators that Walmart will be matching. Mr. Mitchell has also been working to complete eight hour update training for bus drivers and getting new sub driver's trained.

Sherry Myers, Superintendent Secretary, has been working on getting new textbooks ordered and selling of old textbooks. She has been completing new hire paperwork and processing of health insurance bill. She is updating sick day information for the new fiscal year. Mrs. Myers will be working to input invoices for next board meeting.

Jim Hamm, KDE, presented to the committee a state assistance report of how KDE is focusing more on instruction and curriculum. He held a meeting with district administration regarding the findings from the internal review over standards and what the district needs to do at this point. Professional learning communities will be used and ideas from the classroom systems training the teachers attended need to be implemented. The district will be going through another internal review in April 2016 to see how they have improved. Mr. Hamm hopes that as the district budget contingency increases, test scores go up, and enrollment increases, that Robertson may no longer be a state assisted school as of October of next year.

The district will be having professional development for the beginning of the school year that will be on August 11, 2015 and active shooter training will be following. August 10, 2015 will be working in the classroom for teachers and then open house that evening.

District administration has met and will be focusing the 30/60/90 day plan more towards improvement of instruction and learning for this year.

Enrollment from last year increased by six but the district may have lost one yesterday. An accurate number will be presented from Mrs. Linville when she is present at next meeting.

There will be tailgate back to school bash on August 10th. Mr. Mitchell and Mrs. Wells are planning this. Donations are beginning to come in and KU will be donating to our district this year as well. Vendors will be set up passing out school supplies to students. Mr. Hamm mentioned some examples of ways to tie this to teaching and learning.

The committee discussed attendance incentive ideas for the new school year.

The next district leadership meeting will be on August 14, 2015 at the central office conference room at 9:00am.