

# South Oldham Middle School

SBDM Council Meeting Minutes

Special Called Meeting

Jul 31, 2024; 4:30pm

## I. Call Meeting to order

A. 4:40pm

B. Council Members in Attendance for Quorum:

- Margo Atcher
- Leslie Luken
- Adam Blackaby
- Mitsuko Martinez
- Gina Babbitt
- Kindra Witak

## II. Approve Agenda

A. Motion to approve Agenda

1. Motion: Leslie Luken
2. Second: Gina
3. All in Favor

## III. Discussion Items

- Discussion of regular SBDM monthly meetings dates as follows:
  - August 21
  - September 18
  - October 16
  - November 20
  - December 18
  - January 15
  - February 19
  - March 19
  - April 16
  - May 21
  - June 18
  - Meeting time set to begin at 4:30 in SOMS Conference Room
- SBDM Required Documents Review
  - Precursory review & introduction of archived documents
- SBDM Bylaws
  - Review and discussion of current bylaws. Plan is to review 2-3 bylaws during each regular meeting.
- Building room utilization
  - Overview of classroom assignments and common spaces for the 24-25 school year.
- Safety and emergency Plan Update

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- Mr. Gamsky (AP) will visit at our regular August meeting to review plan during closed session.

### IV. Action Items:

- a. Master Schedule
  - i. Class lengths adjusted to accommodate 1st period announcements & bus riders
    - 1. Motion to approve 'Master Schedule'
      - a. Motion: Adam Blackaby
      - b. Second: Margo Atcher
      - c. 6 in Favor, None Opposed
- b. CSIP:
  - i. Council reviewed current plan with updates
    - 1. Motion to approve updates:
      - a. Motion: Margo Atcher
      - b. Second: Leslie Luken
      - c. 6 in Favor, None Opposed
- c. Extra-Curricular Stipends
  - i. Review of stipend allocations and openings
    - 1. Motion to approve current extra-curricular stipend assignments, and to allow Principal Witak to assign leftover open positions as needed, providing that there is no changes to the number of total stipends:
      - a. Motion: Gina Babbitt
      - b. Second: Adam Blackaby
      - c. 6 in favor, None opposed

### V. SBDM Bylaws

- I. Ms. Witak presented updated policies on attendance and conferring to the committee.
  - A. Attendance -
    - 1. Gina motion
    - 2. Adam second
    - 3. All in favor
  - B. Changing from 3 days to 5 days to turn in an absence note. Will be updated in SBDM policy manual.
  - C. Conferring (hiring) - Leslie motion, Adam second, all in favor
  - D. Will be updated in SBDM policy manual

### Section 6 Allocations - Staffing for EL

- Motion to approve the Section 6 Funds to hire a .7 (part-time with benefits) or 1 (full-time) Bi-lingual EI Instructional aide -
- Motion Miko,
- Second Margo,

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- All in Favor

### **Closed Session**

- Discuss staffing for 2024/25 School Year
- Leslie motion to move to closed session
  - Margo Second
  - all in favor
- Motion to leave leave closed session
  - Leslie motioned,
  - Adam Seconded
  - All in Favor

### **Adjourn Meeting**

- Motion to Adjourn meeting
- Leslie Motioned,
- Gina Seconded
- All in Favor
- 6:54pm