

# February 18, 2025

## SBDM Special Meeting Minutes

Caywood Elementary Conference Room

4:00pm

[SBDM Google Drive Folder](#)

Members Present: Kim Mott, Linda Craig, Lauren Olson, Michelle Robbins,  
Jennifer Schutte

### OPENING BUSINESS

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- Reading of the Mission Statement  
*"At Caywood Elementary, everyone creates a positive culture where we Communicate, Connect, Encourage and Thrive"*
- Approval of Minutes from: [January 29, 2025 SBDM minutes](#) Approved by Michelle Robbins and seconded by Jen Schutte.
- **Attendance For 2/18/25:** Kim Mott, Linda Craig, Lauren Olson, Michelle Robbins & Jen Schutte,
- Public Comment
- Good News -

### COMMITTEE REPORTS

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None

### OLD BUSINESS:

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A committee has been developed to revise the parent and family engagement policy.

### NEW BUSINESS

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- **Elementary Math High Quality Instructional Resource-Budget Change and Approval** [Elementary Math HQIR](#)-A Motion to approve the Math HQIR budget adjustment was made by Lauren Olson and seconded by Linda Craig and consensus was reached.
- **Approval of First Grade Field Trip**- A motion to approve the field trip was made by Michelle Robbins and seconded by Jen Schutte.
- **2025-2026 Staffing Allocation- Informational Item Review**- The allocations for the 2025-26 school year were reviewed. The council reviewed a *draft* version of the 2025/2026 staffing plan based on the allocations.

### Upcoming Meetings

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**February Regular Meeting:** February 26th cancelled due to Faculty Meeting

Special Meeting: March 19th to discuss the staffing allocation plan & professional development.