



Campbellsville Elementary School

EXPERIENCE THE DIFFERENCE

315 Roberts Road
Campbellsville, KY 42718

Phone (270) 465-4561
Fax (270) 789-3827

**SBDM Council
Special-Called Meeting Minutes
July 16, 2025 3:30 p.m.
Main Office**

Present: *Jessica McCubbin, Kim Clark, Laura Dicken, Maranda Wright, Emily Cook, and Jami Washington*

Start Time: *3:35pm*

1. Opening Business

- a. Approval of the Agenda
Section 4 of the agenda was amended to include subsection 4e. Student Dress Code Policy Review. Motion to approve amended agenda was made by Clark, seconded by Wright. All in favor; motion carries.
- b. Approval of the Minutes
Motion to approve minutes was made by Dicken, seconded by Cook. All in favor; motion carries.
- c. Good News Report
 - *Custodians have done an amazing job with the floors*
 - *CES campus hosting summer feeding*
 - *New bookkeeper has come in eager to learn*
 - *The new floors in the K hall look great*
 - *All positions have been filled*
- d. Public Comment - *N/A*

2. School Improvement Planning Report

- a. CSIP: Monitoring Phase
Mrs. McCubbin ensured everyone had an updated copy of the CSIP. She noted that we are currently in the monitoring phase and preparing to implement the listed strategies this fall.

3. Budget Report

- a. School Activity Fund
All in good standing.
- b. SBDM Budget 2025-2026 / Teacher Instructional SBDM Funds
All in good standing. Mrs. McCubbin discussed instructional fund amounts with the council to give to each certified staff member to use at their discretion. She noted that we are out of ESSER funds from COVID years, which helped the FRC purchase school supplies for each student. Mrs. Courtney will try to purchase everything she can on the grade level supply lists, but teachers may use their instructional funds to fill in any gaps if she cannot fulfill all of the requests for specific items. The council decided to give each certified teacher \$200 to spend in the 2025-2026 school year. Motion to approve instructional fund allowance was made by Wright, seconded by Dicken. All in favor; motion carries.

4. Bylaw or Policy Report or Review

- a. Bylaws & Current Policies Overview
Mrs. McCubbin referred the council to their copies of the SBDM bylaws and policies. She highlighted a few things from the bylaws and discussed doing some policy reviews over the course of the school year.

Jessica McCubbin
Principal

Jessica Lile
Assistant Principal

Zack Mings
Assistant Principal

Jessica Dillon
Counselor

Matt Weddle
SRO



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b. Consultation Policy Review (first reading)

Mrs. McCubbin reviewed the current Consultation Policy and suggestions for revision. Such revisions were added and a first reading was held. Motion to approve the first reading of the Consultation Policy as amended was made by Wright, seconded by Dicken. All in favor; motion carries.

c. Curriculum Policy Review (first reading)

Mrs. McCubbin reviewed the current Curriculum Policy and suggestions for revision. Such revisions were added and a first reading was held. Motion to approve the first reading of the Curriculum Policy was made by Washington, seconded by Clark. All in favor; motion carries.

d. Title I Parent and Family Engagement Policy / School-Parent Compact Review

Mrs. McCubbin reviewed the current Title I Parent & Family Engagement Policy and School-Parent Compact that was revised last year. This will be shared with parents at Open House and through the registration portal.

e. Student Dress Code Policy Review

Mrs. McCubbin reviewed the current Student Dress Code Policy that was revised last year. This will be shared with parents at Open House and through our social media outlets.

5. Closed Session: for the purpose of discussing the school's emergency plan [allowed under KRS 61.810(1)(k)(m), KRS 61.878(1)(m), and KRS 158.162(2)].

Motion to move into closed session was made by Dicken, seconded by Cook. All in favor; motion carries.

6. Open Session

a. Return to Open Meeting

Motion to end the closed session and return to an open records meeting was made by Clark, seconded by Wright. All in favor; motion carries. Motion to approve the first reading of the 2025-2026 Emergency Management Plan was made by Cook, seconded by Washington. All in favor; motion carries.

7. New Business

a. Establish Council Regular Monthly Meeting Dates/Times

The Council set the regular monthly meeting dates and times on the 3rd Wednesday of each month at 3:30pm in the CES main office. The only exception for this was December's regular meeting, which will be held on December 16th at 3:30pm. Motion to approve the monthly meeting dates/times was made by Clark, seconded by Wright. All in favor; motion carries.

b. Election of SBDM Council Vice-Chair

Motion to select Kimberly Clark as the Vice-Chair for the 2025-2026 school year was made by Washington, seconded by Dicken. All in favor; motion carries.

c. Appointment of Council Secretary

Mrs. McCubbin appointed Jessica Lile as the secretary of the CES SBDM Council for the 2025-2026 school year in accordance with the CES SBDM Bylaws guidelines (pg. 8).

d. Fundraising Approvals

- *KONA Ice sales for Open House night*
- *Principal or designee authority to approve fundraiser requests pertaining only to CES staff*
- *Principal discretion to obtain approval for fundraisers through electronic communication with Council (i.e text or email) if timelines do not allow for a regular or special-called meeting before the fundraiser is to take place.*

Motion to approve all fundraisers processes was made by Dicken, seconded by Wright. All in favor; motion carries.

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e. Club/Group Fee Requests

Jr. Beta - \$25.00 membership fee; expenses for state/national convention

Academic Team - \$20.00 member fee; KAAC membership, expenses for competition

Choir - \$20.00 member fee; sheet music, t-shirt, expenses for performances

Motion to approve all fee requests was made by Cook, seconded by Clark. All in favor; motion carries.

8. Other

a. Documents for Distribution to SBDM Council Members

All members reviewed their binder with SBDM documents (KY Open Records & Open Meetings Acts, KRS.158.183[Student Bill of Rights], KRS. 158.195[National motto display], Managing Government Records, and SBDM Records Retention Schedule). A "Proof of Receipt" form and "Email Notice of Special Meeting and Agenda" form were signed by each member and returned to Mrs. McCubbin.

b. Council Training & Parent Background Checks

Council training is scheduled on July 29 @ 5PM - Board Office. Mrs. McCubbin verified with Courtney Sowell that both parent members were up-to-date on their background checks.

c. 2025-2026 School Year Calendar

A copy was provided to each member.

9. Next Meeting Date

Wednesday, August 20, 2025

10. Adjournment

Motion to adjourn the meeting at 5:29pm was made by Washington, seconded by Wright. All in favor; motion carries.

August 2025

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8/6 & 8/7 – PD Days for Certified Staff

8/12 – First Day for All Staff

8/21 – Open House 12:00pm-6:00pm

8/27 – First Day of School for Students

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