**INDIAN HILLS ELEMENTARY SCHOOL**

**Site Base Council Meeting**

**January 23, 2017**

**Members Present:** Tonya Oakley, John Hallmark, Brandi Majors, and Tammy Dooley. Also in attendance was Paulette Wilson, Title I Coordinator.

**Opening Business:** Ms. Oakley called the meeting to order.

**Minutes:** The Minutes from the previous meeting on December 19, 2016, were presented. John Hallmark made a motion to approve the Minutes. Tammy Dooley seconded the motion, and the motion carried.

**Good News Reports:** Ms. Oakley reported that MAP testing is finished. She stated that the overall scores are not where we would like them to be. She stated that scores across the District were a little lower than usual as well. Ms. Oakley stated that she is in the process of having mid-year meetings with all teachers and will be discussing this with them. Almost all of our 5th and 6th grade students are meeting their goals, and Ms. Oakley said that those teachers are to be commended. Scores for primary students are not good, and Ms. Oakley said that a sampling of students will be retested as she feels some students were rushing through the test just to get finished. She believes that lack of motivation may be a key issue with primary students, and she is looking at strategies for improvement. Also, it has not been very long since the last MAP test, and some of the standards that are being tested have not yet been covered with the students. Ms. Oakley is hoping that the scores will balance out in the spring. She is looking at different ways to motivate the students and may create a board in the hallway for students to sign when they have shown growth. This will give them something to look forward to and allow them to see their accomplishments.

Benchmark scores are okay compared to scores across the district.

Ms. Oakley reported that Stephanie of Mountain Comp is now in our building full time, and she is currently seeing 10 students and more students are being referred to her.

Ms. Oakley reported that the Reading Counts program is still going very well. She said that she appreciates Paulette Wilson stepping up to take over this program, and the kids are excited about it and are doing great.

Ms. Oakley stated that we lost another tutor because she got a full time job. Therefore, we are in the process of trying to replace her as well as hire additional tutors.

Ms. Oakley shared that Leigh Ann Collins has taken medical disability retirement effective February 1, 2017. We are filling her position with Instructional Assistant Susan Hoffman for the remainder of the year. Ms. Stewart will stay for a couple of weeks to help train Ms. Hoffman. The District Coaches will also be working with Ms. Hoffman to train her on the reading software. We will be hiring an Instructional Assistant to replace Ms. Hoffman in her position with first grade.

Ms. Oakley stated that she has opened up tutoring positions to staff for after school tutoring, and we have six teachers who are willing to tutor. This will take place two days a week with parents providing transportation. Ms. Oakley is also considering hiring a certified tutor, who would most likely be a retired school teacher.

Ms. Oakley stated that Marshall Adcock is going to be on medical leave for another 2 weeks. Sharon Lancaster is the substitute in that classroom, and Ms. Oakley feels that the students are getting good quality instruction.

**Title I:** Paulette Wilson reported on Title I activities. She said that she is placing another order for Reading Counts books because the program is going so well, and she is out of books for the kids to read. Ms. Wilson also shared that Melissa Hudson from the Family Resource Center is going to be purchasing several hundred dollars’ worth of books for Reading Counts.

Ms. Wilson also reported that the System 44 and Read 180 computers were reimaged for Windows 10, and now they are not meshing with the headsets and microphones. Technology has ordered 10 Chromebooks, and they want to see if the systems will work better with Chromebooks.

Ms. Wilson reported that she needs to schedule a parent meeting for Title I in the very near future, and it was discussed that it might be tied in with a wellness event. If so, bottles of water, jump ropes, balls, etc. can be purchased from Title I funds to give away to parents and students at the meeting. She also stated that a Project Based Learning event will be scheduled very soon with the solar eclipse as the subject. We could also try to incorporate Title I and PTO meetings in with this event.

Ms. Wilson also reported on Program Review. Evidence will be due on February 21, 2017.

**Advisory Council Meeting Minutes.** Ms. Oakley reported that the Advisory Council met today, and the meeting minutes were not available yet but they will be provided to our SBDM council members at a later date.

**Budgets:** The budgets were presented to the council members. Ms. Oakley stated that she should have her staffing formula prior to the next SBDM meeting.

**Policies:** Ms. Oakley stated that she feels we need to develop a policy concerning personal property, cell phones and telecommunication devices. There was some discussion concerning issues related to cell phones, etc. and some ideas on how to handle these situations were discussed. The following guidelines were suggested:

1. Cell phones and other devices should not be visible in class at all. They should be in backpacks, purses, pockets, etc., and the power should be off during the hours of 7 a.m. and 2:30 p.m.
2. If a student is caught with a cell phone or other device, then the teacher will collect the device and keep it for the day. The teacher will make a phone call home to the parent, and the device will be returned to the student at the end of the school day.
3. On the second offense, the teacher will collect the device and keep it for the day. The teacher will make a phone call home to the parent, and the parent will have to pick up the device from the teacher.
4. On the third offense, the teacher will collect the device and it will be given to an administrator. The administrator will call home, and the parent must pick up the device from the office.
5. No pictures, videos, or voice recordings whatsoever will be allowed to be taken at school. Violation of this rule will be turned over to the administration.

Ms. Oakley stated that the council will review this policy again at the next meeting.

**Next Meeting:** The next meeting of the SBDM council will be held on Monday, February 27, 2017, as there is no school on the 3rd Monday of the month.

There being no further business, John Hallmark made a motion to adjourn. Brandi Majors seconded the motion, and the meeting was adjourned.