Indian Hills Elementary

Site Base Council Meeting

February 29, 2016

**Members present:** Tonya Oakley, SheRon Taylor, Brandi Majors, Melinda Whorley, John Hallmark, and Cindy Hancock. Others present: Marshall Adcock, Melissa Hudson and Sheila Moss.

**Opening Business:** Ms. Oakley called the meeting to order. A motion was made by Melinda Whorley to approve the Agenda. John Hallmark seconded the motion, and the motion carried.

**Minutes:** The Minutes from the previous meeting were presented. John Hallmark made a motion to approve the Minutes. SheRon Taylor seconded the motion, and the motion carried.

**FRYSC Report:** Melissa Hudson, FRYSC Coordinator, addressed the council and presented the 2017-18 FRYSC Continuation Program Plan. She gave a brief overview of the Plan and presented the SBDM/Principal Agreement to be approved by the Council. The Agreement was approved and was signed by Mrs. Oakley. A copy of the Agreement is being maintained in the Minutes.

**Program Review:** Sheila Moss was present to give a status report on Program Review. For those not familiar with Program Review, Mrs. Moss explained that it is a lengthy process wherein the school is basically providing evidence that we are doing what we say we are doing. She discussed the 5 areas that are being reviewed and stated that each team is working very hard to complete their portion of program review. The deadline to turn everything in to the District is March 11th. By the end of April, our Program Review team will meet with district officials to evaluate our program review evidence, and they will rate us at that time. We will have until June 1st to make any changes deemed necessary, and then the evidence will be submitted to the State. Program Review is a part of our accountability for KPREP testing.

**Title I:**  Mrs. Moss also gave a report on Title I funding. She explained that the focus of Title I at this time is to purchase items that will be needed for the remainder of this year and planning ahead for next year. She pointed out some of the new resources that are available for teachers in the conference room that were purchased with Title I funds. She also advised that she is looking into the possibility of replacing the postermaker which recently stopped working.

**News Report:** Ms. Oakley reported that a close review of MAP scores indicated that the scores are not where she would like for them to be. She stated that some of the learning barriers have been identified and are being addressed.

Ms. Oakley shared that she had a collaborative planning meeting before the site base meeting where staffing allocations were discussed. She could not yet share a lot of details from her meeting, but she did report that we would be down at least 4 teachers for next year based on the information available at this time. She said that her goal will be to keep/hire quality teachers and will be making staffing decisions in the very near future. Sheila Moss is the only teacher that will be retiring at the end of this year as far as we know at this time. Ms. Oakley stated that she will not know about funding and budgets for next year until at least May. She hopes to have teachers assigned to their positions for the next year by the end of May.

CSIP: There was no discussion about the CSIP, and it will be submitted as presented previously to the council.

RTI: Ms. Oakley reported that RTI is in full swing. After much review of MAP scores and Benchmark testing, RTI groups were identified and are now in place. We have hired 2 new tutors to assist with RTI, and they will both be working 18 hours a week. Our specials teachers are also assisting with RTI on their off days. We are also hiring two new instructional assistants to assist in the classrooms and with RTI (one for 5th grade and one for 6th grade). As previously discussed, our 6th grade math teacher resigned. There were no high quality applicants for this position and after some discussion, Pam Dickinson agreed to take over this 6th grade class. Ms. Dickinson had been our full-time writing coach for 5th and 6th grade. Now, the 6th grade instructional assistant will help with writing, and our 5th grade ELA teacher will be teaching 5th grade writing.

Specials: Ms. Oakley stated that our specials schedule is going so much better now that the students are having every special class once a week. She said that the behavior referrals coming from the specials classes have been reduced as a result of the students having a variety each week and not getting bored in the classrooms. This schedule has also allowed our specials teachers to assist with RTI on their off days.

Culture Audit: As reported at the last meeting, our school recently participated in a culture audit. On March 8th, during our staff meeting, a representative from the audit company will be coming to present their findings to our staff. Ms. Oakley also stated that she will be extending an invitation to parents to attend this presentation as well. Ms. Oakley shared that she was extremely pleased with their findings and was very proud of our school. She said that the auditors came in on the first day with three areas that they were reviewing. However, after the first day, they had to change their focus areas because there was no room for improvement in the areas they had intended to review.

District Support Visit: Ms. Oakley reported that we had a District Support Visit on Friday, February 26, and that it went extremely well. She said that we received a lot of positive feedback from the visitors, and that we had improved greatly from the last visit.

**Budgets:** Ms. Oakley presented the budget reports to the Council for their review. There was a brief discussion about the budgets.

**PBIS:** Ms. Oakley reported that we are still implementing our "red ticket" program for good behavior. All staff members have red ticket pads and are instructed to give these tickets to students who are caught doing something good and being a good "Chief". On Thursday, a red ticket is drawn from each grade level, and that student, as well as the staff member issuing the red ticket, receives a special reward.

**Policies:**  The Wellness Plan was presented to the council for their review. Ms. Oakley asked that the members review the Wellness Plan before the next meeting and be ready to discuss any necessary changes. Ms. Oakley advised that the Wellness Committee meets the 1st Tuesday of each month. She also shared that we are implementing "Take 10" which is a program designed to get students up out of the seats and doing something physical 3 times a day for at least 10 minutes. The Take 10 is in addition to their recess time.

The Instructional Practices policy was presented at the last meeting for first reading. There was some discussion about this policy and some revisions were suggested. Mrs. Whorley stated that she would like to see more vertical planning included in PLCs and that it would be helpful to meet more often (once every two weeks after school). This will be discussed again at the next meeting.

**Next Meeting:** The next meeting will be held on Monday, March 28, at 2:30 p.m.

**Closed Session:**  The council went into closed session.

**Adjourn:** Upon returning from closed session, and there being no further business, Melinda Whorley made a motion to adjourn. Brandi Majors seconded the motion, and the motion carried.