Indian Hills Elementary

Site Base Council Meeting

March 21, 2016

**Members present:** Tonya Oakley, SheRon Taylor, Melinda Whorley, and John Hallmark. Others present: Marshall Adcock and Sheila Moss.

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

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

**News Report:** MAP testing is quickly approaching as it begins the week we return from Spring Break. The spring results are important for several reasons. They will be used for placing students for interventions next year, as well as for measuring student growth and teacher performance.

Staffing Allocations: Mrs. Oakley shared that she had a collaborative planning meeting at the Central Office last week wherein she began looking at next year's staffing. She explained that she has submitted the names of the teachers who will be receiving letters of non-renewal. Further, she explained that all first year teachers receive a non-renewal letter, but then she has the option to hire back the ones that she wants to hire. She will be able to share more information about staffing at next month's meeting.

RTI: Mrs. Oakley stated that the RTI schedule is in place and is going well. The two new tutors have been hired and have been working with students for several weeks. Mrs. Oakley feels that we got a little bit of a late start with our RTI program this year, and plans to have interventions in place by September for the next school year.

Specials: Specials are continuing to go well, and everyone seems to like having a different special each day.

Culture Audit: The results of the culture audit were shared with the staff on our last teacher work day. A hard copy of their report is going to be given to all the staff for their review as well.

KPREP: The theme for this year's KPREP test is going to be "May the Scores Be with You!" Mrs. Oakley is hoping to be able to use money from the Little Lambs Fundraiser to be able to purchase KPREP t-shirts for every student in the school. She wants everyone to be involved in decorating the school and supporting our students during KPREP testing.

**Program Review:** Sheila Moss stated that there was nothing new to report on Program Review at this time, and that she will give an update at the April meeting.

**Title I:**  Mrs. Moss also gave a report on Title I. She explained that every Title I school is required to submit certain reports throughout the school year. She provided a list of the reports that are due in the spring. They include a Parent Involvement Survey, which will be sent home with students on April 4th. Results will be tallied and sent in by April 30th. A Parent Involvement Policy will be sent home in homework folders on Monday, April 11th. Recommendations will be reviewed by SBDM and revisions will be made in the April SBDM meeting. The final policy will be sent in by April 30th. There is an Inventory Report due on April 30th. A Summer Learning Plan (optional) is due April 30th. The Title I, Part A Monitoring Form is also due April 30th.  The deadline to have ESS Data in Infinite Campus is May 15th. The Daytime Waiver Evaluation is due May 25th (if a Summer Learning Plan is not submitted). The Semi-Annual Certification of Title I Staff is due May 30th. Mrs. Moss stated that all reports are current, and she is working on getting all of the upcoming reports filed in a timely manner. She explained that there is a balance of $1,635.99 remaining to be spent on parent involvement. She asked the council to submit ideas for ways to spend this money before the end of the year. Some things to be considered are agendas for next year for grades 3-6 that will allow teachers to communicate with parents about homework, grades and other classroom activities. It was also discussed that some information sessions for parents concerning the common core curriculum would be very helpful for parents.

**Budgets:** Ms. Oakley presented the budget reports to the Council for their review. There was a brief discussion about the budgets. Mrs. Oakley pointed out that there is approximately $24,000 remaining in the SBDM budget for the remainder of the year, and that hopefully a good portion of that will be able to be carried over to next year.

Mrs. Oakley also reported that she was unable to find a qualified candidate to fill the second Instructional Assistant position that she had intended to hire for 5th and 6th grades. Therefore, Danielle Robinson, who was hired in one of the tutoring positions, has become the Instructional Assistant for 5th grade, but will continue to tutor according to the original schedule. Therefore, her salary will be coming out of our staffing allocations, rather than SBDM funds.

PTO – Mrs. Oakley also reported that there is approximately $3,000 in the PTO account that will eventually be transferred to either the student activity fund or to the district activity fund, and the PTO account will be closed.

Title I funds: Mrs. Oakley discussed that the spending window for Title I funds is now open, and Mrs. Moss is purchasing a lot of materials and items that have been requested by teachers during the mid-year meetings. She is purchasing things like Time for Kids, Storyworks, risers for the music room, student chairs for the music room, math programs and a number of other items.

**PBIS:** Ms. Oakley reported that the 9 weeks' CHOICE reward is this Friday. Students who have not had any office or bus referrals all 9 weeks will have the opportunity to run an obstacle course.

Mrs. Oakley also reported that she had the opportunity to discuss some of our school's behavior issues at the collaborative planning meeting, and she suggested to the District that our school could benefit from having an extra day a week with a school-based therapist. She also mentioned that she thought we needed a Second Steps Program with character education. She also plans to have Mrs. Akin conduct lessons in classes and small groups next year to help with character education.

**Policies:**  The Wellness Policy was presented to the council for 2nd reading. There was a brief discussion. John Hallmark made a motion to approve the Wellness Policy as presented. Melinda Whorley seconded the motion, and the motion carried.

The Homework Policy was briefly discussed, and Mrs. Oakley stated that this policy would be discussed in further detail at next month's meeting.

**Next Meeting:** The next meeting will be held on Monday, April 25, 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. SheRon Taylor seconded the motion, and the motion carried.