

## INDIAN HILLS ELEMENTARY SCHOOL

### Site Base Council Meeting

November 21, 2016

**Members Present:** Tonya Oakley, John Hallmark, Brandi Majors, Tammy Dooley, and Danielle Robinson. 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 October 17, 2016, were presented. John Hallmark made a motion to approve the Minutes. Brandi Majors seconded the motion, and the motion carried.

**Good News Reports:** Benchmark testing for 2<sup>nd</sup> through 6<sup>th</sup> grade is finished. The tests are mailed off for scoring, so it will be a couple of weeks before we receive the results.

MAP testing will begin on December 1<sup>st</sup>.

On Tuesday night, November 29<sup>th</sup>, we will have a Project Based Learning night here at school. Our music teacher, Amanda Ezell, has taken on this project, and Ms. Dooley and Ms. Surrect have been working closely with Ms. Ezell to put this program together. This will be a “hands on” program focusing on the arts and math. The CCHS Choir, CCHS Pep Band, and CCHS Art Students will join us in this event. CCHS Band will be here with instruments that our students will be able to hold and play. We will have displays from art students, and the CCHS Choir, as well as our Chief Choir and our 6<sup>th</sup> grade students will perform. We will also be serving refreshments. We will be having a PBL night in the fall and one in the spring. Our Christmas Program is also coming up on December 19<sup>th</sup>. Donuts with Dad is being held tomorrow (November 22<sup>nd</sup>). Our Chief Choir has been asked to perform at several events over the next few weeks. They will be singing for the Board of Education Christmas Party. They will be performing at Edgewood Baptist Church and also at the Festival of Trees.

Our school based therapist through Mountain Comp has resigned, and Stephanie Joshua has been hired to take this position. Ms. Oakley stated that she thinks she will do a great job. There have been 17 students referred to her already, and she will be communicating with parents to get permission to work with these students. She will be in our building 5 days a week.

Reading Counts is a new reading program that we have started this year. It is similar to an accelerated reader program where the students read a book and then take a quiz on that book. Prizes are given as students complete certain levels. Our PTO has purchased a display cabinet to put the prizes in, and it is outside the library door so that students can see the prizes as they go to the library and will hopefully be an incentive to read. There is a list of books that the students can choose books from, but they can also request a quiz on a book if the book is not on the list. Students can also log on at home to complete their quizzes.

We ordered a classroom set of Virtual Headsets. These headsets are compatible with smart phones and will allow students to take virtual field trips to almost anywhere. Ms. Oakley said she thinks the students and teachers are going to love these headsets.

Mr. Hallmark, PTO President, reported that the Fall Festival made approximately \$3,500 profit.

**Title I:** Paulette Wilson reported on Title I activities. Ms. Wilson also reported that the Schoolwide Report is due in Assist on December 16, 2016. She also reported that the CSIP will be due to the District in December. Ms. Oakley will be working on the CSIP. She will get feedback/input from the staff, and she will present it to the Council for approval as soon as possible.

**Staffing:** We are still in the process of trying to hire tutors. Ms. Oakley stated that we have not had very many applicants for these positions, and we may have to begin looking for certified tutors. Ms. Oakley is going to try to contact Jason Warren at Hopkinsville Community College to see if he may know of college students who would be interested in this position.

Ms. Oakley reported that we have some employees out on medical leave. Jessica Turner is on maternity leave and should be returning after Thanksgiving. Marshall

Adcock is out on medical leave, and we are not sure at this time when he will be returning. Leigh Ann Collins is also out on medical leave for six weeks.

Ms. Oakley stated that we are ready to begin our after school detention program for students who do not complete and turn in their homework assignments each week. The teacher needs to contact the parent to let them know when the student will be serving detention and then contact Ms. Oakley to let her know when the student will be staying after school. Mindy Crider will be monitoring the students during detention and will be paid for her time by our PTO. The Board originally said the PTO could compensate Ms. Crider by giving her a gift, but then they said the PTO would need to send a check to the Board for the full amount of her compensation and then they would run it through payroll.

**Advisory Council Meeting Minutes.** The Family Resource Advisory Council met today, but Ms. Hudson had not had an opportunity to get the Minutes prepared prior to our meeting. She will provide those Minutes to us at our next meeting.

**Budgets:** The budgets were presented to the council members, and there was a brief discussion.

**Policies:** Ms. Oakley presented a copy of the District Grading Policy for the Council to review. There was some discussion about the policy. Ms. Oakley stated that she had made changes to this policy by adding language concerning monitoring grading practices. It was also discussed that a participation grade needs to be added for Specials classes. Ms. Oakley will also be adding some language concerning missing assignments and the after school detention policy. Also, she will put language in the policy that parents will be notified about our grading policy during parent/teacher conferences, in the Student Handbook, and on our school website.

Danielle Robinson made a motion to approve the Grading Policy as discussed. Tammy Dooley seconded the motion, and the motion carried.

**Use of Personal Property, Cell Phones, and Telecommunication Devices:** This policy was presented for review. It was discussed that the consequence for a first time offense would be the device would be taken up by the teacher and returned to the student at the end of the day. The second offense would require a parent

coming to the school to pick up the device from the office. This policy will be presented again for 2<sup>nd</sup> reading at the next meeting.

**Next Meeting:** The next meeting of the SBDM council will be held on Monday, December 19<sup>th</sup>. Ms. Oakley will send out more specific information about the location of this meeting prior to the 19<sup>th</sup>.

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