**Indian Hills Elementary**

**Site Base Council Meeting**

**April 25, 2016**

Members present: Tonya Oakley, Brandi Majors, SheRon Taylor, Melinda Whorley, Cindy Hancock, and John Hallmark. Also present were Sheila Moss and Paulette Wilson.

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

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

Program Review: Ms. Oakley shared that she has been told by someone at the Central Office that our Program Review was the best in the district, and that this person had told every school that they should contact us for help. Ms. Oakley stated that several principals have contacted her to get a copy of our Program Review, and Ms. Oakley credited our Program Review team for their excellent work. Mrs. Moss reported that the last information she received from the Central Office was that the Program Review audit would be sometime between April 20th and May 6th, but no date has been set at this time.

Title I: Ms. Oakley introduced Paulette Wilson to the Site Base Council and explained that Ms. Wilson is currently the System 44 Reading teacher, which is a 5 day a week reading program. In the coming year, we will be losing our Curriculum Specialist/Title I Coordinator as Mrs. Moss will be retiring. Mrs. Wilson has agreed to take on the responsibilities of Title I Coordinator. She will still be teaching the System 44 class 4 days a week, and she will devote one day a week to the Title I Coordinator duties. The students in System 44 will be able to spend 20 minutes in the classroom on the 5th day on the System 44 software.

Mrs. Moss reported that all purchase orders for out of town vendors must be submitted by tomorrow. She stated that she has approximately $148 that she must spend by the deadline because it will not carry over to next year. She is considering ordering some informational pamphlets that could be handed out to parents at next year's open house to help students. She could also use the remaining money to purchase copy paper for next year's newsletter to be sent home to parents.

Mrs. Moss stated that there were a couple of surveys that she had recently sent out to all parents requesting feedback on certain topics from parents. She presented the results of the Annual Family Involvement Survey for review. She also presented the Parent/School Learning Compact as well as the Title I Parent Involvement Policy. She asked that everyone review this Policy and if there are no revisions, it will be signed at the next site base meeting. She advised that there will be other reports due before the end of the school year, and she will provide those reports at the next meeting for review.

News Report: Ms. Oakley reported that MAP test makeups will be finished this week. She reported that she has been seeing much better results on this MAP test than in the winter.

Staffing Allocations: Ms. Oakley reported that staffing allocations are due on May 23rd. There are 9 people who are being non-renewed, and we should receive those non-renewal letters the first or 2nd week in May.

KPREP Testing: Our KPREP testing theme has been chosen, and it is "May the Scores Be With You." There is a door decorating contest that everyone will participate in, with $100 being given to the winning teacher. For the pep rally on Friday, May 6th, we are having a motivational speaker from the Harlem Globetrotters. We will also be having an awards ceremony for last year's KPREP scores.

Rotary: We raised a total of $1,525.25 for Rotary this year.

SBDM & PTO Elections: The elections for our new site base members and our PTO officers will be held very soon. More information on these elections will be provided at our next meeting.

Budgets: The budgets were presented to the council, and there was some discussion. Ms. Oakley stated that she anticipates a good amount of money being rolled over to next year's budget.

PBIS: Ms. Oakley stated that she will be having some discussions with teachers concerning office referrals. Our school has a high number of referrals, but Ms. Oakley feels that a large number of our referrals are on the same few students. She and the administrative team are monitoring this closely.

Policies: Ms. Oakley stated that she would like to postpone the discussions about the Homework Policy until our next meeting to ensure that there is plenty of time to devote to developing a good policy. She also stated that we will address the Title I Parent Involvement Policy at our next meeting.

Closed Session: Ms. Oakley announced that due to time constraints, there will be no closed session today.

Next Meeting: Ms. Oakley stated that at our next meeting, we will discuss the SBDM and PTO elections and results; Policies; Staffing; Professional Development for teachers; classroom management; behavior plans and the referral process. The next meeting will be held on Monday, May 23, 2016, at 2:30 p.m. in the conference room.

There being no further business, Melinda Whorley made a motion to adjourn. SheRon Taylor seconded the motion, and the motion carried. The meeting was adjourned.