

SITE-BASED DECISION-MAKING COUNCIL
GENERAL MEETING DATES SY 2013-2014
THIRD THURSDAY OF THE MONTH @4:30 PM

Thursday, July 18, 2013

Thursday, August 15, 2013

Thursday, September 19, 2013

Thursday, October 17, 2013

Thursday, November 21, 2013

NO MEETING IN DECEMBER

Thursday, January 16, 2014

Thursday, February 20, 2014

Thursday, March 20, 2014

Thursday, April 17, 2014

Thursday May 15, 2014

Thursday, June 19, 2014

**BURLINGTON ELEMENTARY
SITE-BASED DECISION-MAKING COUNCIL
MEMBERS
School Year 2013-14**

Kim Carnes, Principal

Ph. (859)334-4440

Kim.carnes@boone.kyschools.us

Durrant Alexander, Parent

Valerie Bailey, Parent

Amy Campbell, Teacher

Patricia Kaylor, Teacher

Kristina Rawe, Teacher

Diane Tingiris, Teacher

**BURLINGTON ELEMENTARY
SITE-BASED DECISION-MAKING COUNCIL**

MEMBERS

School Year 2014-15

Kim Carnes, Principal

Ph. (859)334-4440

Kim.carnes@boone.kyschools.us

Durran Alexander, Parent

Valerie Bailey, Parent

Ryan Dittmer, Teacher

Patricia Kaylor, Teacher

Kristina Rawe, Teacher

NO MEETING HELD FOR JANUARY, 2014

**“Approved by Council”
Burlington Site-Based Council**

Special Meeting

Thursday August 1 ,2013

Office Conference Room

Council Members Present: Kim Carnes, Kristina Rawe, Patricia Kaylor, Valerie Bailey, Diane Tingiris, Durran Alexander and Amy Campbell

Council Members Absent: None

Public Present: None

The Meeting was called to order at 3:30 PM.

Opening Business

Agenda Approval - The Agenda was reviewed. Ms. Kaylor moved to accept the Agenda. Mrs. Campbell seconded the motion. The Agenda was approved as written.

a. Budget Report -

Information fro Finance/HR – We have a \$34,800 allocation, a portion of which we will use for part of the ½ time Guidance Counselor’s salary.

b. Personnel - Mrs. Bailey moved to close the meeting to discuss personnel matters. Ms. Tingiris seconded the motion. **Under KRS 61.810(1) (f) Council is allowed to go into closed session to discuss personnel matters.** Mrs. Rawe moved to open the meeting. Mrs. Bailey seconded the motion. Council recommended Sharon Bunch as full-time instructional aide.

c. Review -

Parent Student Handbook: Council reviewed the attached Parent Student Handbook. Council approved the Handbook by consensus.

Ms. Tingiris moved to adjourn the meeting. Ms. Kaylor seconded the motion. The meeting was adjourned.

**Burlington Elementary School
Site-Based Council**

Regular Meeting
Thursday, January 16th, 2014
4:30 p.m. Room 307

- a. Opening Business**
 - 1. Agenda Approval
 - 2. November and December Minutes
 - 3. Good News Reports
 - 4. Public Comment
- b. Student Achievement**
 - 1. December Benchmarking Data
- c. Program Review Scores**
- d. Budget Report**
- e. Committee Reports**
- f. Emergency Policy 7.12 – 1st Read**
- g. Review**
 - 1. 2nd Reading with Revisions Culture Policies
 - i. 7.1
 - ii. 7.2, 7.2.5, 7.2.6
 - iii. 7.4

“Approved by Council”
Burlington Site-Based Council

General Meeting

February 20, 2014

4:30 PM in Room 307

Council Members Present: Kim Carnes, Patricia Kaylor, Kristina Rawe, Valerie Bailey. and Amy Campbell

Council Members Absent: Durran Alexander and Diane Tingiris

Public Present: Jennifer Hater and Janet Lee, Secretary

The Meeting was called to order at 4:30 PM.

a. Opening Business

1. Agenda Approval - The Agenda was reviewed. FRC Grant Approval should be moved to the end of the meeting because Mrs. Hater has Homework Club. Mrs. Rawe moved to accept the Agenda with the above correction. Ms. Kaylor seconded the motion. The Agenda was approved with the above noted correction.

2. November and December Minutes - The Minutes for the November 21, 2013 General Meeting were reviewed and approved by consensus. The Minutes for the December 12, 2013 Special Meeting were reviewed and approved by consensus.

3. Good News Reports - The Skate Party will be held at Florence Fundome on February 20th. The PTA Carnival will be held on March 7th.

4. Public Comment - None.

b. Student Achievement

1. December Benchmarking - Mrs. Carnes presented and explained the attached report on the growth rate for Star Benchmarking Data.

c. Program Review Updated and Scores - We are maintaining. We should not resubmit any existing data, just new plans.

d. Budget Report - The Budget Report was not available due to computer problems and Mrs. Zeis' absence.

e. Committee Reports - None.

f. Emergency Policy #7.12 - 1st Read - Attached is a Policy Sample from KASC edited for Burlington Elementary. Council reviewed the Sample. Council accepted, by consensus, the First Reading of Policy #7.12.

g. Review

1. Second Reading with Revisions Culture Policies -

i. 7.2, 7.2.5 - Council reviewed Policy #7.2 and accepted the Second Reading, by consensus, as written. Council reviewed Policy #7.2.5. Spelling correction in 1st paragraph, second sentence should read, "This program is to be instructional in nature and stress skill development, value of teamwork, and teach healthy values towards competition." Council accepted the second reading, by consensus, Policy #7.25 with the above noted correction.

h. Personnel - Mrs. Bailey moved to close the meeting to discuss personnel matters. Mrs. Rawe seconded the motion. The meeting was closed at 4:55 PM. **Under KRS 61.810(1) (f) Council is allowed to go into closed session to discuss personnel matters.** Ms. Kaylor moved to open the meeting. Mrs. Bailey seconded the motion. The meeting was opened at 5:02 PM.

Council recommended hiring Stephanie Strausbaugh for full-time Guidance Counselor. She will start as soon as Human Resources finishes her paperwork.

g. FRC Grant Approval - Mrs. Hater presented and summarized the attached FRYSC SBDM/Principal Agreement. Council approved the Agreement by consensus.

Mrs. Rawe moved to adjourn the meeting. Ms. Kaylor seconded the motion. Council agreed to adjourn the meeting at 5:08 PM.

Regular Meeting
Thursday, February 20th, 2014
4:30 p.m. Room 307

AGENDA - REVISED

- h. Opening Business**
 - 5. Agenda Approval
 - 6. November and December Minutes
 - 7. Good News Reports
 - 8. Public Comment
- i. Student Achievement**
 - 2. December Benchmarking Data
- j. Program Review Updated and Scores**
- k. Budget Report**
- l. Committee Reports**
- m. Emergency Policy 7.12 – 1st Read**
- n. Review**
 - 1. 2nd Reading with Revisions Culture Policies
 - i. 7.2, 7.2.5
 - ii. 7.4
- h. Personnel**
- i. FRC Grant Approval**

Regular Meeting
Thursday, February 20th, 2014
4:30 p.m. Room 307

AGENDA - REVISED

- o. Opening Business**
 - 9. Agenda Approval
 - 10. November and December Minutes
 - 11. Good News Reports
 - 12. Public Comment
- p. Student Achievement**
 - 3. December Benchmarking Data
- q. Program Review Updated and Scores**
- r. Budget Report**
- s. Committee Reports**
- t. Emergency Policy 7.12 – 1st Read**
- u. Review**
 - 1. 2nd Reading with Revisions Culture Policies
 - i. 7.2, 7.2.5
 - ii. 7.4
- h. Personnel**
- i. FRC Grant Approval**

“Approved by Council”
Burlington Site-Based Council

General Meeting

March 26, 2014

4:30 PM in Room 307

Council Members Present: Kim Carnes, Patricia Kaylor, Kristina Rawe, Valerie Bailey, Amy Campbell, Durran Alexander and Diane Tingiris

Council Members Absent: None

Public Present: Neena Ambrose and Janet Lee, Secretary

The Meeting was called to order at 4:33 PM.

a. Opening Business

- 1. Agenda Approval** - The Agenda was reviewed. The Agenda was approved by consensus.
- 2. February Minutes** - The Minutes for the February 20, 2014 General Meeting were reviewed. Item **h. Personnel:** correction of spelling for "Stephanie Stanbaugh for full-time Guidance Counselor", Should read, "Stephanie Strausbaugh for full-time Guidance Counselor". Minutes were approved, with this correction, by consensus.
- 3. Good News Reports** - We have had 3 full weeks of school with no snow days! The combination of Kindergarten registration, Spring Reading Night, and the Book Fair was successful. An article on the All-Pro Dad event held today will be in the newspaper.
- 4. Public Comment** - None.

b. Student Achievement

- 1. KPREP Testing Window** - Testing will occur on the last 14 days of school.
- 2. School Improvement Plan-Implementation and Impact Check** - Mrs. Carnes presented and summarized the attached Goals Summary. Council discussed the draft of Goals summary and made minor adjustments. Mrs. Carnes will update and distribute copies to Council.

c. Program Review Updates

- 1. Update for each area** - Updates were worked on at the last Staff Meeting. Teachers worked on "evidence". Mrs. Carnes distributed the attached Program Review information on areas where we scored, "needs improvement". Council reviewed the information.

2. Next Steps documents for each area - Mrs. Carnes presented and summarized the attached Program Review Next Step Diagnostic.

3. Progress on revision based on Next Steps - Review of Next Step Diagnostic.

d. 2014-15 Professional Development Plan - Ms. Kaylor presented the attached survey which stated that 70% of teachers want Parent/Teacher Conferences during PD days. All staff will be required to take CERT Training before school starts. There was some discussion regarding the District Calendar. Staff will vote on what days to waive and when.

e. Budget Report -

1. Current Budget Report - Council reviewed and approved the Budget Report.

2. 2014-15 Budget - Mrs. Carnes presented the 2 attached SBDM Budget Scenarios (based upon enrollment). Council reviewed. There was discussion regarding some Club Purchased Positions. Council will again review, at the next meeting, the SBDM Budget with the possibility of changing some of the Purchased Positions.

f. 2014-15 Allocations - Mrs. Carnes presented the attached Staff Allocation scenarios. We are allocated 45 teachers at this time. Council reviewed and discussed scenarios. Scenario 3 was accepted by consensus. Mrs. Carnes will prepare the final revised scenario.

g. Committee Reports -

1. Wellness Committee-Health Education - Ms. Ambrose presented the attached Health Education Proposal for Council's review. Council discussed possible staff allocations. No decision was made at this time. Discussion centered on having 6 Special Area classes next year. Ms. Tingiris and Ms. Kaylor will prepare a survey for teachers' input regarding which Special Area classes are most needed.

h. Emergency Policy 7.12 - 2nd Reading - tabled for next meeting.

i. Field Trip Policy 1.4.2 - First Reading - tabled for next meeting.

j. Review - tabled for next meeting.

Mrs. Rawe moved to adjourn the meeting. Ms. Kaylor seconded the motion. Council agreed to adjourn the meeting at 6:38 PM.

**“Approved by Council”
Burlington Site-Based Council**

Special Meeting

Monday, April 1, 2014

Office Conference Room

Council Members Present: Kim Carnes, Patricia Kaylor, Diane Tingiris, Valerie Bailey and Amy Campbell

Council Members Absent: Durrant Alexander and Kristina Rawe

Public Present: None

The Meeting was called to order at 3:50 PM.

Opening Business

Agenda Approval - The Agenda was reviewed. Ms. Kaylor moved to accept the Agenda. Mrs. Campbell seconded the motion. The Agenda was approved as written.

- d. **Personnel** - Ms. Kaylor moved to close the meeting to discuss personnel matters. Ms. Tingiris seconded the motion. The meeting was closed at 3:51 PM. **Under KRS 61.810(1) (f) Council is allowed to go into closed session to discuss personnel matters.** Mrs. Bailey moved to open the meeting. Mrs. Campbell seconded the motion. The meeting was opened at 3:53 PM.

Council recommended Shanda McDaniel as full-time custodian.

Council agreed, by consensus, to adjourn. The meeting was adjourned at 3:55 PM.

**Special Meeting
Tuesday April 1, 2014
4:00 p.m.**

**v. Personnel
Closed Session**

**“Approved by Council”
Burlington Site-Based Council**

General Meeting

April 17 2014

4:30 PM in the Library

Council Members Present: Kim Carnes, Patricia Kaylor, Kristina Rawe, Valerie Bailey, Amy Campbell, Durran Alexander and Diane Tingiris

Council Members Absent: None

Public Present: Heather Powell, Jayna Brake, Becki Cope, Ryan Dittmer, Dana Dirkes, and Janet Lee, Secretary

The Meeting was called to order at 4:32 PM.

a. Opening Business

1. Agenda Approval - The Agenda was reviewed. The Agenda was approved, with the correction of date and location, by consensus.

2. March Minutes - The Minutes for the March 26th General Meeting and the April 1st Special Meeting were reviewed and accepted by consensus.

3. Good News Reports - Mrs. Carnes, Mrs. Cope, Mrs. Melissa Smith and Ms. Shepherd visited the Normal Museum School in Chattanooga and Mrs. Carnes reported on the visit. The Fifth Grade won a \$500 grant from Cincinnati Bell Yellow Pages Scavenger Hunt for Art Work. The District Art Show will be at the Main Branch of Boone County Public Library.

4. Public Comment - Some of the teachers attending presented information on the Special Area that they are currently teaching. Mr. Dittmer presented and summarized the attached Technical P.O.S. and Technical Curriculum. Mrs. Dirkes presented and summarized the attached World Language Program Review. Both voiced concern that classroom teachers won't have time to teach these programs according to Program Review Standards. There was also some concern regarding adding Practical Living to a Language class.

b. Student Achievement

1. KPREP Testing Window - The testing window will be May 13 - 19.

c. Program Review 1st Read - Mrs. Brake presented the attached Program Review for Writing, Arts and Humanities, Practical Living/Career Studies, Primary for the 1st Reading. Melissa Smith, Jayna Brake, Kristina Rawe, Shannon Smith, and Susan Arnold were commended for all the work they put into this.

d. 2013-14 Professional Development Plan (2 waived days) - June 3rd is the last day for students. June 11th will be the last for teachers, according to the Board Meeting.

e. 2014-15 Professional Development Plan (Staff Approval) - Mrs. Carnes presented and explained the attached Control Sheet of Waiver Dates. The vote for this will be held on April 23rd.

f. Budget Report -

1. Current Budget Report - Council reviewed and approved the Budget Report by consensus.

2. 2014-15 Budget - Approval Needed - Mrs. Carnes presented the attached 2014-15 SBDM Budget for Council's review. Council approved, by consensus, the following Purchased Positions: Foreign Language Club Sponsor, Lego League Sponsor, FPS Club Sponsor, Program Review Coordinator, and added World Language Coordinator which will be paid for from the "Small Equipment" line item in the Principal's Budget.

f. 2014-15 Allocations

1. Classified Staff - Mrs. Carnes presented the attached Classified Allocations by Area for 2014-15. Council discussed possibilities and approved the cut of 1 Staff Support position. After further discussion, Council approved the replacement of the full-time Health Clerk with the position of Receptionist/Health Clerk.

2. Allocation by Area (Certified) - Mrs. Carnes presented the attached Certified Allocation by Area for 2014-15. Council reviewed and approved, by consensus, the allocation with the cut of 2.5 certified position. These cuts will be based on seniority.

h. Committee Reports

1. Bring Your Own Technology - Policy 1st Reading - Tabled until next General Meeting.

i. Emergency Policy #7.12 - 2nd Reading - Tabled until next General Meeting.

j. Field Trip Policy #1.4.2 - 1st. Reading - Tabled until next General Meeting.

k. Review - No Review

Mrs. Rawe moved to adjourn the meeting. Ms. Kaylor seconded the motion. Council agreed to adjourn the meeting at 6:46 PM.

**Burlington Elementary School
Site-Based Council
Thursday, April 17th, 2014
4:30 p.m. in the Library**

w. Opening Business

13. Agenda Approval

- 14. March Minutes
- 15. Good News Reports
- 16. Public Comment
- x. **Student Achievement**
 - 4. KPREP Testing Window
- y. **Program Review 1st Read**
- z. **2013-14 Professional Development Plan (2 waived days)**
- aa. **2014-15 Professional Development Plan (Staff Approval)**
- bb. **Budget Report**
 - 1. **Current Budget Report**
 - 2. **2014-15 Budget – Approval Needed**
- cc. **2014-15 Allocations**
 - 1. **Classified Staff**
 - 2. **Allocations by Area (Certified)**
- dd. **Committee Reports**
 - 1. **Bring Your Own Technology – Policy 1st Reading**
- ee. **Emergency Policy 7.12 – 2nd Read**
- ff. **Field Trip Policy 1.4.2 – First Read**
- gg. **Review**

**“Approved by Council”
Burlington Site-Based Council**

Special Meeting

Monday, April 23, 2014

5:00 PM Office Conference Room

Council Members Present: Kim Carnes, Diane Tingiris, Valerie Bailey, Amy Campbell, Durran Alexander, and Kristina Rawe

Council Members Absent: Patricia Kaylor

Public Present: Janet Lee, Secretary

The Meeting was called to order at 5:06 PM.

a. Agenda Approval - The Agenda was reviewed and approved by consensus

b. Approve PD Plans

1. 2013-14 Revised Plan - Council reviewed the attached Revised Plan to work until June 11th.. Council approved the Revised Plan by consensus.

2. 2014-15 Plan - Council reviewed and approved, by consensus, the attached 2014-15 Plan

c. Develop Parent Survey - Discussion was held on developing a Parent Survey regarding which Special Areas should be taught next year. Mrs. Carnes read a draft of the survey to Council. Council approved the draft by consensus. The Parent Survey will be emailed to parents and hard copies will be available at the April 24th Art Show and Musical. There will also be a link in the newsletter. This survey will also be emailed to teachers.

Council agreed, by consensus, to adjourn. The meeting was adjourned at 5:44 PM.

**Burlington Elementary School
Site-Based Council
Special Meeting
Wednesday, April 23, 2014
5:00 p.m.**

hh. **Approve Agenda**

ii. **Approve PD Plans**

1. **2013-14 Revised Plan**
 2. **2014-15 Plan**
- jj. **Develop Parent Survey**

**“Approved by Council”
Burlington Site-Based Council**

General Meeting

May 15, 2014

4:30 PM in the Library

Council Members Present: Kim Carnes, Patricia Kaylor, Kristina Rawe, Valerie Bailey, Amy Campbell, Durran Alexander and Diane Tingiris

Council Members Absent: None

Public Present: Jayna Brake, Ryan Dittmer, and Janet Lee, Secretary

The Meeting was called to order at 4:30 PM.

a. Opening Business

1. Agenda Approval - The Agenda was reviewed. The Agenda was approved by consensus.

2. March Minutes - The Minutes for the April 17 General Meeting and the April 23rd Special Meeting were reviewed and accepted by consensus with the following correction to the April 17th Minutes: Item f 1. change "Council discussed possibilities and approved the cut of 1 Staff Support position and 1 Custodial position" to "Council discussed possibilities and approved the cut of 1 Staff Support position."

3. Good News Reports - Three days of testing are complete! We have Recognition Assemblies coming up and 5th Grade graduation on June 2.

4. Public Comment - None.

b. Program Review 1st Read - Mrs. Carnes presented and summarized the attached Program Review scores: Practical Living/Career Studies - 8.58 Proficient; Writing - 9.33 Proficient; Arts & Humanities - 9.08 Proficient; K-3 - 8.64 Proficient. Overall score is 35.62 Proficient.

c. Budget Report -

1. Current Budget Report - Not available due to computer problems.

f. 2014-15 Allocations

1. Special Area Classes - There will be no cuts for any staff except for 1-year only positions. Council discussed the survey that was taken on Special Areas and approved, by consensus, 7 Special Area classes as follows: Foreign Language (Spanish), PE, Art, Music, Library, Technology, and STEM.

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2. Revised Title I - Council discussed using Title I money to fund a teaching position for an additional 5th Grade teaching position. There are Title I funds available to fund 1 teaching position, however if this money disappears, due to whatever cuts may come, Council will have to find funds to continue that position. We are no longer able to post 1-year only positions because the District wants to avoid having to pay unemployment benefits.

e. Committee Reports

1. Bring Your Own Technology - Policy 1st Reading - Council reviewed BYOT Policy and agreed, by consensus, to add: under "**Student BYOT Responsibilities and Guidelines**": Acquire Digital Citizenship Passport in classroom setting.

2. Wellness Policy - Council discussed the attached Wellness Policy. Council agreed, by consensus, to request that the Chairperson for that Committee re-present the Policy at the next General Meeting to answer questions regarding the policy as written.

f. Emergency Policy #7.12 - 2nd Reading - Council reviewed and accepted, by consensus, Emergency Policy #7.12 as written.

j. Field Trip Policy #1.4.2 - 1st. Reading - Council reviewed and accepted, by consensus, Field Trip Policy #1.4.2 as written.

k. Review - No Review

Mrs. Rawe moved to adjourn the meeting. Ms. Kaylor seconded the motion. Council agreed to adjourn the meeting at 6:26 PM.

**“Approved by Council”
Burlington Site-Based Council**

General Meeting

June 19, 2014

4:30 PM in the Library

Council Members Present: Kim Carnes, Patricia Kaylor, Valerie Bailey, Amy Campbell, Durran Alexander

Council Members Absent: Kristina Rawe and Diane Tingiris

Public Present: Ryan Dittmer, Neena Ambrose, and Janet Lee, Secretary

The Meeting was called to order at 4:41 PM.

a. Opening Business

1. Agenda Approval - The Agenda was reviewed. It was noted that "Master Schedule" should be added as Item 3 under "f. Committee Reports", "Item g. Field Trip Policy 1.4.2 2nd Read", should be deleted, and Item designations changed accordingly. The Agenda was approved, with these changes, by consensus.

2. May Minutes - The Minutes for the May 15, 2014 General Meeting were reviewed and accepted by consensus.

3. Good News Reports - Mrs. Carnes presented and summarized the attached District 5-year plan, "Boone County Students Find Purpose in Learning". Teachers had 4 PD days after students were released. Mrs. Carnes commended the staff for their hard work and how well they worked together during those days.

4. Public Comment - None.

b. Program Review Next Steps Report - Mrs. Carnes presented the attached Report. Teachers brainstormed to come up with the "Next Steps" in the Program Review process. Council reviewed and accepted by consensus.

c. Title I Parent Compacts - Mrs. Carnes presented the attached Parent Compacts that each grade level developed. They will be sent home to parents at the beginning of the next school year. The Compacts were reviewed and accepted by Council, with corrections of various typos.

d. PE Teacher Hiring Rubric - Mrs. Carnes presented the attached rubric. Council reviewed and discussed. Three transfers must be interviewed. Council agreed to keep 20 questions and have each question count 5 points. The score should not be below 85 points. We will provide an electronic device for the writing prompt. Mrs. Carnes or Mr. Dittmer will explain the transfer process to the Interview Committee.

Page 2.

e. Budget Report - -

1. Current Budget Report - The Budget Report was reviewed and accepted by consensus.

f. Committee Reports -

1. Bring Your Own Technology - Policy 2nd Reading - Council reviewed the attached BYOT Policy and accepted with marked changes to be corrected.

2. Wellness Policy Review - 2nd Reading - Council reviewed and accepted the attached Wellness Policy with the addition of "or approved by Wellness Committee/School Nurse at least 2 weeks prior to the event", in the second item under "Birthdays/Celebrations/Rewards".

3. Master Schedule - Mrs. Carnes presented the attached Master Schedule. The Schedule was prepared by the Scheduling Committee. Council reviewed and accepted by consensus.

h. Review - Fourth Grade Organizational Structure - The Fourth Grade Organizational Structure was reviewed for informational purposes only.

Ms. Kaylor moved to adjourn the meeting. Mrs. Bailey seconded the motion. The meeting was adjourned at 6:15 PM.

**Burlington Elementary School
Site-Based Council
Thursday, June 19th, 2014
4:30 p.m. Library**

AGENDA - Revised

kk. Opening Business

17. Agenda Approval
18. May Minutes
19. Good News Reports

- 20. Public Comment
- II. Program Review Next Steps Report
 - mm. Title I Parent Compacts
 - nn. PE Teacher Hiring Rubric
 - oo. Budget Report
 - pp. Committee Reports
 - 1. Bring Your Own Technology – Policy 2nd Reading
 - 2. Wellness Policy Review – 2nd Reading
 - 3. Master Schedule
 - qq. Review - Fourth Grade Organizational Structure

- Established norms for working as a group
 - Focus on committee conversations – no sidebar conversations
 - We work on a level playing field – everyone’s input is equally valued
 - Avoid bird walks