

## Longbranch Elementary School SBDM Council

### Regular Meeting July 12, 2016

Called to order at 4:32pm in the Media Center at Longbranch by Ms. Erika Bowles. Ms. Beth Cahill, Ms. Lisa Fischer, Ms. Stacie Kegley and Ms. Amy Knight were present. Ms. Nitza Fernandez- Plaski was not available to attend. There was not an audience of citizens.

#### 1. Opening Business

- a. Agenda Approval – Motion to approve by Ms. Kegley and seconded by Ms. Knight. Motion passed by consensus.
- b. Approval of Prior Minutes – Motion to approve by Ms. Fischer and seconded by Ms. Cahill. Motion passed by consensus.
- c. Public Comment – No comment

#### 2. Basics of SBDM

- a. Binder Sections and Explanations - Ms. Bowles explain the purpose of SBDM which is Student Achievement. In the binders are copies of By-laws, Policies, School Improvement plan and review schedules. Members may assemble binders however they like. They will receive agendas, minutes, budgets and any other pertinent information for meetings the Thursday before.
- b. Sign Email Waiver- Members signed
- c. Sign Proof of Receipt – Members signed
- d. Sign Staffing Allocation – Members signed
- e. Sign Revised Budget – Members signed 2016 -2017 revised budget.
- f. Reminder to turn in training certificates – Copies will be sent to Tina Henderson at Central office.
- g. Open positions and elections- We will need two more parents on Council. PTA will hold elections soon. Need to hire a certified position. A special meeting has be scheduled for tomorrow to interview a transfer request.
- h. Set dates for 2016-2017 meetings - Meeting will be held the second Tuesday of each month from 4:30 – 5:30.

3. Closed Session – Council moved into closes session at 5:01. At 5:08 council came out of close session and Ms. Bowles motion to recommend Ms. Meredith Palmer for the full time school counselor position. Ms. Fischer seconded and the motion passed by consensus.

4. Adjournment – Ms. Cahill motioned to adjourn at 5:15 and was second by Ms. Knight. Motion passed by consensus.

Respectfully Submitted,  
Mary Ellen Vollet, Counsel Secretary

Approved