

# SBDM MINUTES

## Longbranch Elementary SBDM Council

### Regular Meeting March 13, 2018

Called to order at 5:02 in the office of Ms. Erika Bowles. In attendance: Ms. Lauren Ward, Mr. Casey Seibert, Ms. Erika Bowles, Ms. Beth Cahill, Ms. Sonya Bessong and Ms. Lisa Fischer.

#### Opening Business

1. Agenda approval - Mr. Cahill motioned to approve agenda. Mr. Bessong seconded, and the motion passed by consensus.
2. Approval of Prior Meetings Minutes - Motion to approve by Ms. Fischer and seconded by Ms. Ward. Motion passed by consensus.
3. Audience of Citizens – None

#### Budget Review

1. School Activity Funds Budget Update – District may be paying for Lexia and Reading Plus next year. More information as released. Teachers must spend their allocations for 2017-2018 by Spring Break (April 9<sup>th</sup>). All funding must be returned if not used. Summer school will be virtual through Lexia and Dream Box. There will be check in with teachers throughout the summer. Ms. Cahill asked to include 1<sup>st</sup> graders this summer. Ms. Bowles agreed.
2. SBDM Budget Projection 18-19 – Budget is based on enrollment.
3. Staff Budget input – Ms. Bowles will email a list of requests by the staff. PTO will be asked to fund some of these request.

#### CISP Review

1. Instructional Leadership Team Update – Team is meeting later this week and will report next month.

### **New Business**

1. Calendar Waiver Approval – Approved by faculty by secret ballot on 3/1/18. Council approved and signed. Document will be sent to Board office.
2. Allocations – Ms. Bowles motion to approve, if required, to cut one certified, one staff support, .5 counselor and .5 assistant principal. Ms. Fischer seconded, and the motion passed by consensus. The State of Kentucky has NOT passed a budget yet. Classroom caps are K-3rd 24 students, 4th 28 students and 5<sup>th</sup> 29 students. Projected enrollment 691.
3. Posting of Principal Position -
  - Mr. Jim Detwiler will chair the process
  - Ms. Jenny Watson will be a trainer
  - Three dates need to be chosen. First for training, procedures, and building stakeholder surveys. Date will be no later than April 5<sup>th</sup>.
  - Second date for reviewing surveys, defining and building rubric and structuring panel questions.
  - Third the interviews. Council is open to parents and staff to help in the interviews. Representation from upper grades, unified arts and special ed is encourage.
  - The Principal Selection Policy will be reviewed. There is a new regulation that states council can forgo the full interview process and allow the Superintendent (Mr. Detwiler) to recommend a candidate. Or counsel goes through the whole process themselves.
  - Even though position does not start until July 1, this process needs to be facilitated sooner than later.

**Old Business - None**

**Adjournment** – Ms. Bowles motioned to adjourn at 5:40 pm. Mr. Seibert seconded, and the motion passed by consensus.

Respectfully Submitted,  
Mary Ellen Vollet, Council Secretary