

**Mercer County Intermediate School**  
**SBDM Minutes - April 12, 2022 - Library**

<b><u>Members Present</u></b> Kelly Odell Stephanie Abrams Alicia Nichols Kimberlee Piazza Rita McIntyre	<b><u>Members Absent</u></b> Anaris Sickles	<b><u>Guest(s)</u></b> Ashley Gary Will Carlton
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**1. Opening Business**

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- a. Approval of the Agenda (legally required)  
The council reviewed and approved the proposed agenda for today’s meeting. Stephanie Abrams made a motion to approve the agenda. Kimberlee Piazza seconded the motion. The motion was approved by consensus.
- b. Approval of previous meeting’s Minutes (legally required)  
Stephanie Abrams made a motion to approve the SBDM minutes of the previous meeting. Kimberlee Piazza seconded the motion. The motion was approved by consensus.
- c. Good News Report
  - i. Leader in Me school visits
  - ii. standards PD days
  - iii. spring break
- d. Public Comment

**2. School Achievement Report/Data**

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**a. Student Achievement Report**

Our recommendation is that the council hears a report six times a year (August, October, December, February, **APRIL**, June) on the following:

1. *see iReady data*

**b. Accelerating Learning**

*questions continued from above...*

2. *What efforts are being made to help students perform on grade level and/or meet expectations?*
  - *authentic texts*
  - *consistent learning*
  - *foundational skills*
3. *What needs to be done before now and the end of the school year to further accelerate learning and close gaps?*
  - *vocabulary*
  - *informational text*
  - *geometry*

**3. School Improvement Planning**

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**a. School Improvement Plan**

1. What updates on activities and progress can be given this month? \_\_\_\_\_
2. What monitoring tools are in place to determine whether an activity is achieving its purpose?  
\_\_\_\_\_

3. What activities/actions in the plan have not received attention? \_\_\_\_\_  
 Who can follow up to find out the progress? \_\_\_\_\_
  - We are on track with our plan.

## b. Professional Learning - Leader in Me

### 4. Budget

- a. **approve 22-23 budget**
  - The council reviewed and approved the SBDM budget. Stephanie Abrams made a motion to approve the budget. Alicia Nichols seconded the motion. The motion was approved by consensus.

### 5. Bylaw or Policy Review/Readings/Adoption

- a. KASC returned documents - will review during 22-23 school year

### 6. New Business

- a. Lighthouse Team Training April 15
- b. Family Night
- c. Master Schedule discussion

### 7. On-Going Learning

#### a. Changes to SBDM and other Education Laws

During the 2022 General Assembly, KASC has been sending Weekly Legislative News each Thursday. The session will adjourn on April 14, 2022, so until then, continue checking your email for suggested actions. Once the session is complete, KASC will work on a summary of pertinent changes. In addition to that summary, we will also begin work immediately on needed guidance, bylaw and policy revisions, etc. Unless otherwise noted in the bill, laws won't take effect until mid-July.

#### b. SBDM Election Guidance

Election season is upon us. Whether you are conducting your parent and teacher elections in-person or electronically, we are here to help. One tool that might be of use is KASC's Election FAQ, located under SBDM Resources in the [Members Only](#) section of our website.

We encourage two major things as you prepare for your elections:

1. Ensure that teachers and parents have written election procedures. Most of the calls we get during the election season pertain to issues after a vote has been done. Decisions need to be made prior to votes on such issues as how to handle ties, who counts the votes and where, etc.
  - Teachers must have their own written set of procedures. If this hasn't been done in your school, the teacher leaders on the council can get the process started.
  - The parent organization (PTO or PTA) in the school must have written procedures. Parent members on the council can contact the PTA president with a reminder about the need for written procedures.
  - Principals are advised not to have any role in teacher or parent elections (with the exception of the minority elections).
2. Publicize your parent elections to get more people involved. Use your school website, all-calls, social media, classroom newsletters, etc. to let parents and legal guardians know they can and should vote for

#### Election Kit Contents

<ol style="list-style-type: none"> <li>1. <b>ELECTIONS INFORMATION SHEET</b></li> <li>2. <b>PARENT ELECTIONS</b>  <i>Guidance for Writing Election Procedures</i>  <i>Parent Online Election Advice</i>  <i>Parent Election Forms</i> <ol style="list-style-type: none"> <li>A. Sample letter inviting nominations</li> <li>B. Nomination form</li> <li>C. Announcement for school newsletter</li> <li>D. Letter announcing candidates</li> <li>E. Ballot</li> <li>F. Sign-in sheet</li> <li>G. Winner letter</li> <li>H. Congratulatory form</li> </ol> </li> <li>3. <b>TEACHER ELECTIONS</b>  <i>Guidance for Writing Election Procedures</i>  <i>Teacher Online Election Advice</i>  <i>Teacher Election Forms</i> <ol style="list-style-type: none"> <li>A. Sample letter inviting nominations</li> <li>B. Nomination form</li> <li>C. Letter announcing candidates</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>4. <b>MINORITY PARENT ELECTIONS</b>  <i>Minority Parent Election Forms</i> <ol style="list-style-type: none"> <li>A. Sample letter inviting nominations</li> <li>B. Nomination form</li> <li>C. Announcement for school newsletter</li> <li>D. Letter announcing candidates</li> <li>E. Ballot</li> <li>F. Sign-in sheet</li> <li>G. Winner letter</li> <li>H. Congratulatory form</li> </ol> </li> <li>5. <b>MINORITY/ADDITIONAL TEACHER ELECTION FORMS</b>  <i>Minority/Additional Teacher Election Forms</i> <ol style="list-style-type: none"> <li>A. Sample letter inviting nominations (Minority and Additional versions)</li> <li>B. Nomination form (Minority and Additional versions)</li> <li>C. At-risk letter (Minority only)</li> <li>D. Letter announcing candidates (Minority and Additional versions)</li> <li>E. Ballot (Minority and Additional versions)</li> </ol> </li> </ol>
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their representatives. Be sure to give people advance notice and then bombard social media the week of elections so everyone will be reminded.

Each KASC council member has free access to [KASC Election Kit](#). The kit includes ready-to-use tools for parent and teacher elections — *see the contents to the right*.

### c. SBDM Training Spotlight

Lay the foundation for success in 2022-23. What is your school/district’s plan for ensuring all council members receive their required SBDM training? Is it time to change it up a bit? As we all try to pull everyone together after three taxing years, your council can lead the charge at your school. Book one of our SBDM sessions, designed to unite your team around what’s best for students.

Book *United We Learn: Positive Relationships and Responsible Decisions*

#### **United We Learn: Positive Relationships and Responsible Decisions\***

The pandemic has taken a toll on the well-being of students, families, and professionals, leaving many feeling isolated and distant.

In our newest experienced member session, participants will learn how to:

- foster collaboration among shareholders (with a focus on students as part of the education team)
- expect and model consistency in positive relationships
- use responsible decision-making for improving student outcomes

Experienced SBDM members will walk away prepared to identify barriers and lead students and the school community forward.

*\*This training will be ready July 1 pending approval by KDE*

*Social and Emotional Leadership and Learning*, the popular experienced member session from 2021, is back to help your school refocus and get intentional with its SEL efforts. (Description follows on next page.)

#### **Social and Emotional Leadership and Learning**

It is well known that emotional barriers interfere with learning. What do school leaders need to know and do to support students, the community, and staff?

In this experienced member session, participants will gain specific examples and strategies for:

- addressing social and emotional needs of students, educators, and families
- leadership and teamwork to build psychological safety
- an environment that responds to the experiences of the pandemic
- providing meaningful, supportive leadership in your SBDM role:
  - on the council
  - in the school community
  - in daily life

### **Let us help you!**

Your council’s membership with KASC means every member of the school community is also a member. It is important for all teacher and parent members to have access to the resources provided under the school’s membership. Council members are welcome to share resources with other members of the school community, because they are considered members, too. To update council members and contact information please contact [tech@kasc.net](mailto:tech@kasc.net).

## **8. Upcoming Deadlines**

May 1 — Final staffing and budget allocation from board to council

May 1 (Elem. Only) — The annual nutrition report (district requirement) and physical activity report (school requirement) due to KDE. Check with your district office for who will submit the physical activity summary of findings and recommendations.

May 15 — The Combining Budget Worksheet is due to the district finance officer after SBDM approval. (See Redbook)

May 30 — Section 7 allocation, if available, must be provided to each school council from the district

#### IMPORTANT SCHOOL DATES

April/May — Review your school's dates for teacher and parent election.

Do the teachers and parents have written procedures? KASC members have free access to the KASC Election Kit.

### **9. Adjournment**

Alicia Nichols made a motion to adjourn the meeting. Stephanie Abrams seconded the motion. The motion was approved by consensus.

- Meeting dates:
  - May 10 at 5:15
  - June 2 at 3:45