

**R. C. Hinsdale Elementary
SBDM Council Meeting
September 13th, 2018**

I. Roll Call

Members Present: Teachers: Tricia Kiefer, Jami McQuerry, Katie Gibbons, Beth King
Parents: Hui Pin Sepulveda, Gina Powers, Angie Smith
Principal: Dr. Angela Castleman
Recording Secretary: Alex Fangman

Members Absent: Teachers:
Parents:

II. Opening Business: Dr. Castleman moved to amend the agenda and removed the Master Schedule presentation from the agenda.

A. Agenda Approval: Gina Powers motioned to approve the agenda and Hui Pin Sepulveda offered the second.

B. August Minutes: Beth King gave a first motion to approve the August meeting minutes with the line ‘review of policies proceeded as scheduled’

C. Good News:

- Dr. Castleman shared that the school does have an SRO hired but needs to be trained and brought up to date so that is what is delaying his beginning at school.
- August average daily attendance was 98%
- MAP testing has continued as scheduled, with some difficulties related to technology
- The construction of the secure vestibule is still on track to be completed by November with the move in date projected as January

D. Public Comment:

School Environment: Jared Powers shared that the large copier in the teacher workroom continues to breakdown and that the humidity in the building has an effect on the machines effectiveness. He suggested measuring the humidity in the building and seeing what readings the staff gets and how to best move forward.

III. Old Business:

A. -Discussion on the “School Schedule Policy” proceeded as scheduled. Dr. Castleman stated that the school schedule policy had undergone adjustments but that policy was only given one read and so the policy remained the same as in previous years. The committee was then asked to read the portion of the policy titled “Process for developing the school day schedule.” Dr. Castleman stated that timelines of the policy were missed and as a proposal she discussed forming an AD HOC committee to rectify that policy oversight. Dr. Castleman also explained that the SBDM committee decided to not have a cafeteria monitor included in the budget which impacted the master schedule as well as the addition of all day Kindergarten. This lead to the conclusion that the timeline of the scheduling policy does not align to the create the best operating procedure of the school.

-Angie Smith asked who had created the current Master Schedule the school operates on and Dr. Castleman shared that Mr. Fangman and herself built the schedule. This was something she wished to rectify by forming the AD HOC committee to include teacher voice in this decision.

-Mrs. McQuerry asked how can the policy be changed now that the timeline has been missed does that mean that the current schedule needs to remain in place and then pickup with schedule changes this December.

-Dr. Castleman shared that the way the policy is interpreted that the AD HOC committee would advise the building principal on the creation of the master schedule but that ultimately the decision resides with the principal.

-Mrs. Gibbons inquired as to who would make up the AD HOC committee and the policy states that the SBDM committee charges the AD HOC and would need representatives from each grade level, including Specials Teachers and Special Education teachers.

-Mrs. McQuerry shared concerns over the timeline of the AD HOC scheduling committee

-Beth King stated that having all day KG and the loss of a cafeteria monitor dictated a schedule change. However, there remained questions as to how to rectify the missing of timelines written in the policy.

-Gina Powers and Angie Smith expressed concerns over changing the school schedule once the year has already started and asked for teacher feedback on how that would affect student performance.

-Teachers shared a variety of concerns about the changing of the schedule mid year but also voiced concerns of primary teachers who have specials at the top of their day and feel valuable instructional time is missed as a result.

-Mrs. McQuerry asked how members of the AD HOC scheduling meeting were selected and Dr. Castleman shared that per scheduling policy the Principal invites members to be a part of the committee from each grade level.

-Discussion took place around whether to amend the policy while also creating an AD HOC committee to amend the current schedule and whether that was feasible.

-Dr. Castleman asked for consensus to strike the December and January deadlines from the policy. Council members wanted to be sure another month was ready to replace those deadlines within that policy and discussion continued on this point. The committee agreed that the policy would be revisited in October with suggested amendments.

-Gina Powers inquired as to whether parents could be the representatives of the grade levels and not just teachers and Dr. Castleman believed that the policy did not exclude their participation. Angie Smith asked if teachers could survey their parents and include that feedback in the recommendations of the AD HOC committee.

-Dr. Castleman asked if there was a motion to proceed with the policy as is and appoint an AD HOC committee. Discussion was had on how to include parents in this process and what would be the most efficient way to accomplish that. Dr. Castleman asked for a recommendation to move forward with the policy as is and appoint an AD HOC committee. Beth King motioned to approve with the condition that the AD HOC committee be open to all stakeholders and Angie Smith seconded the motion. The primary charge would be to gather information on scheduling and to present their recommendation as soon as possible.

B. Student Placement Policy:

-Dr. Castleman asked the committee what are things they like, what they didn't like, what changes they would recommend moving forward?

-Beth King asked to table student placement policy and the committee agreed.

IV. New Business:

A. School Environment

Dr. Castleman stated that Jami McQuerry asked for this item to be on the agenda and shared some research she had performed with the District. She stated that there is a computer that regulates the air flow in the building and ensures that air quality meets State standards, overall maintenance is part of the District facility plan and is under review, and the District determines when the air conditioning is turned off/on.

-Mrs. McQuerry asked what we can do about the issues she sees in the PODS regarding air quality and facility maintenance. Dr. Castleman shared that the District has directed them to submit work orders when they see an issue with facilities.

B. Supplemental Contracts

-Dr. Castleman shared the supplemental contracts that are available at RC Hinsdale: chorus, drama, robotics, yearbook, art, girls on the run, webpage, and choreography. Dr. Castleman shared that Dulcimers will no longer be offered from an outside source, Girls on the Run remains open.

-Angie Smith inquired about the possibility of having a 3D printing club and how the school can become more involved in that especially because the school was able to write a grant and purchase a 3D printer.

-Katie Gibbons stated that Choreography should be changed to “Co-Director”

-The Council made recommendations for these stipend positions: Drama 100%, Drama Co-Director 100%, Art Club 50%, Yearbook 100%, Dulcimer club 50%, Chorus 50%, STEM 100%, Running Club 50%

C. Enrollment Numbers

-Jami McQuerry inquired if the Administration had complete a cap size waiver for Kindergarten and Katie Gibbons inquired about high attendance day.

D. Budget Report

-The budget was presented and Angie Smith motioned to approve the budget and Tricia Kiefer seconded

E. Committee Policy

-Katie Gibbons moved to table the Committee Policy

F. Adjournment

-Beth King motioned to adjourn the meeting and Tricia Kiefer seconded.