

R. C. Hinsdale Elementary
“Draft” SBDM Council Meeting Minutes
December 13th, 2018

I. Roll Call

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

Members Absent: Teachers:
Parents:

II. Opening Business:

A. Agenda Approval: Jami McQuerry moved to amend the agenda to include KASC policy and bylaw service into New Business.

B. November Minutes & Special Meetings: Katie Gibbons motioned to approve and Tricia Kiefer seconded. Beth King motioned to approve the meeting minutes from November 12th, 2018 and Jami McQuerry gave the second motion. Looking at the November 15th minutes the council decided that they needed more time to review and the approval would come in January.

C. Good News:

- Dr. Castleman shared that Cooper Benton placed second overall at the Elementary spelling bee
- The entrance construction project continues on schedule for use on Jan. 7th
- PTA has purchased five additional screens that will be installed as soon as possible
- The giving tree at Hinsdale was a great success
- Construction funds will be used to update the teacher workroom and remove the carpet

D. Public Comment:

No public comment at this time

III. Old Business:

a. School Day Schedule Policy

-The Council made note that it will be convening an AD HOC scheduling committee. It was stated that any member of the previous committee as well as anyone else that wants to join. Angie Smith gave the first motion and Tricia Kiefer offered the second. Tricia Kiefer shared positive feedback regarding instructional time from the 2nd grade team for the “pilot schedule.” Dr. Castleman shared some difficulties with logistics in the schedule and that it would require more deliberation.

b. Committee Policy

-A second read of the Committee policy needed to be completed at the December meeting. Jami McQuerry inquired about the portion of the policy that stated “ad hoc committees will have reasonable representation of the community.” The council agreed that this was acceptable wording because it stated “reasonable representation” was limited to the scope of parents, classified and certified staff. Discussion was also had over task #4 of the policy for AD HOC committees and was clarified that other teachers and grade level teams could be used to interview candidates for their respective grades. All hiring still need to be approved through SBDM Council. A motion to adopt the committee policy was given by Katie Gibbons and Hui Pin Sepulveda gave the second.

c. Section 7 Request

-This item was placed on the agenda because there was no resolution from the last meeting. Tricia Kiefer shared that she went to 3rd grade to discuss what data would be available to represent the need for an interventionist. Mrs. Kiefer stated that 26 students would qualify for either System 44 or Read 180 based on the SRI from the beginning of the year and comparing that data to the Winter MAP data. Dr. Castleman inquired about how the data was compared across grade levels for 4th and 5th grade. Mrs. Kiefer stated that 4th and 5th grade had classroom teachers and Special Education teachers that completed those programs for them. As a result of the data presented Mrs. Kiefer felt that this justified using the Section 7 request to hire an Instructional Assistant to service these 3rd grade students identified by the data. Katie Gibbons stated that 5th grade has an abundance of GT students and that this would be a reasonable request for Section 7 funds as well. The Council then discussed the possibility of hiring a full time Instructional Assistant to service both 3rd Grade students that qualified for System 44 and Read 180 and the GT population that exists in 4th and 5th grade. Jami McQuerry asked if 3rd grade needed help with math as well and Mrs. Kiefer shared that the primary concern expressed from those teachers was the amount of students phonetically behind in that grade level. Mrs. Gibbons shared that there were so many students that are identified in 4th and 5th grade, in a variety of subjects, and the need for these areas to be serviced posed a unique problem that deserved consideration for a Section 7 request as well.

Jami McQuerry stated that Piner Elementary has recently had a Section 7 request approved for their secretary and would still like to see the KG Instructional Assistants compensated for their time they give before and after school outside of their normal hours. Ms. McQuerry also brought past examples of RC Hinsdale requesting Section 7 funds to increase hours for front office personnel.

Dr. Castleman shared that she was not opposed to these requests but when looking at previous Instructional Assistants being approved across the district they were in Special Education unit classrooms. The Council then discussed asking for the KG Instructional Assistants to be compensated as well as having an Instructional Assistant to provide intervention for 3rd grade reading and 4th/5th grade GT services.

Angie Smith shared that looking at dismissal procedures with KG could warrant asking for Section 7 money to extend the KG Instructional Assistants' days.

Council then discussed adjusting the hours of the KG Instructional Assistants to compensate for dismissal procedures. Dr. Castleman stated that she had been working with Special Area teachers to help with dismissal procedures with KG. She also stated that Special Area teachers are taking over supervision at the end of the day to aid when KG Assistants should end their work days.

Council then discussed what Section 7 options were on the table. This included the hiring of a certified or classified full-time/part-time staff member to service System 44 for 3rd grade students and GT students in 4th/5th grade.

Council moved to make the Section 7 request for a part time instructional assistant to meet the needs for the high number of 3rd grade students whose reading achievement is below grade level. A second request would also be made for a part-time interventionist to service 4th and 5th grade

GT students based on the number of students identified, the elimination of the Ascent program, and the necessary paperwork included to fill this position. A motion to approve was given by Angie Smith and Tricia Kiefer gave the second.

IV. New Business:

a. Writing Policy

-The Council then reviewed the proposed writing policy for its first read. Dr. Castleman shared that all grade levels have been given the opportunity to provide input on this policy. Katie Gibbons asked about the “expectations” portion of this policy and Dr. Castleman stated that the Council will strike “See writing expectations attached” from the policy because it is already built in with District expectations and does not change the nature of the policy. Jami McQuerry was concerned about #2 on the policy that states “Time is intentionally scheduled within the instructional day” to prevent grade levels from being tied to a specific time each day. The Council agreed that this only referenced that writing would be included on a daily basis across the content areas. The Council agreed they were comfortable with the first read, Tricia Kiefer gave the first motion and Katie Gibbons gave the second motion.

b. CSIP Part 3

-The Council then reviewed Part 3 of the CSIP and Dr. Castleman gave a brief explanation of the process to complete the plan and what aspects were included. This included areas such as Gap closure, PLC structure, RTI processes, Mental Health action plans, and Data Analysis. Katie Gibbons gave the first motion to approve and Tricia Kiefer gave the second motion.

c. Enrollment Numbers

-The Council reviewed enrollment numbers

d. Budget Report

-The Council then reviewed the budget. Dr. Castleman shared that her and Mrs. Gibbons have discussed and decided to move forward with purchasing Gizmos. This process had been delayed due to the need to purchase more KG resources. Dr. Castleman directed the attention of the Council to page three to review the allocations budget. Mrs. Gibbons inquired about the use of paper in the building and how this compared to last year’s usage. Jami McQuerry asked that more time be devoted to going over the budget and that Dr. Castleman go over the budget line by line to add more detail and provide context for Council. Angie Smith gave the first motion to approve the budget and Tricia Kiefer gave the second.

e. KASC Policy and By-law service

-Jami McQuerry shared information on KASC and the services they could provide in reviewing SBDM policies for the Council and to move forward with hiring a consultant. Jami McQuerry made the first motion and Katie Gibbons gave the second.

V. Adjournment

-Angie Smith gave the first motion to adjourn the meeting and Tricia Kiefer gave the second.