

Fairview High School SBDM
October 8, 2018

Members Present:

Eric Hale
Valerie Price
Holli McClelland
Marty Copas
Jeff McFarlin

Call to Order at 4:11 PM by Jeff McFarlin
Second by Marty Copas
Unanimous

1. Opening Business

- a. Approval of the Agenda
 1. Motion to approve by Jeff McFarlin
 2. Second by Valerie Price
 3. Unanimous
- b. Approval of the Minutes of the previous meeting
 1. Motion by Marty Copas
 2. Second by Holli McClelland
 3. Unanimous
- c. Good News Report: Volleyball now has a 20 win season for the second time in school history, 100% of seniors applied to college during College Application Week, middle school football has won more games this year than the last several years combined, parent tours are going well, school coffee shop has opened
- d. Public Comment

2. Student Achievement

- a. Assessing Student Achievement- Summit Data
 1. Reviewed conference summary from Mr. Hale's meeting with Mary Kircher on October 3rd
 2. Only 2 students in the building have not mastered a Power Focus Area
- b. Student Achievement Report- Summit Data- MAP Testing
 1. MAP testing will begin next week

3. School Improvement Planning

- a. Monthly Review- eProve Phase 1
 1. Ways to continually improve school's processes and implementation of Summit Learning
 - a. Parent tours, surveys, informational meetings
- b. Continuous Improvement Process- Phase 2
 1. Needs Assessment for schools and districts
 2. School and district assurances
 3. School and district safety report

4. Budget Report

- a. Activity account is in good standing

5. Committee Reports

- a. No committees needed at this time

6. Bylaw or Policy Review/Readings/Adoption

- a. Review Grading Policy
 1. Reviewed policy due to the end of the first nine weeks approaching
- b. Review Bylaws
 1. No changes in bylaws

7. Old Business- Meetings

8. New Business

- a. Test Scores
- b. Schedule Changes
 1. Double-planning will be used as PLT for one period

9. Ongoing Learning

- a. Fall Conference Summit October 22-23 in Louisville

10. Upcoming Deadlines Phase Two October 1-November 1:

- Needs Assessment for schools and districts
- School and District Assurances
- School and District Safety Report

11. Adjournment

Motion to adjourn at 5:35 PM by Valerie Price

Second by Jeff McFarlin

Unanimous

ASSESSING STUDENT ACHIEVEMENT (Under item 2a)

The council's number one job is to improve student achievement. By the beginning of October, KDE will have released the 2018 State Assessment data. Your school council is required by law to analyze the data. Pay special attention to the performance of gap groups. Phase Three of CSIP Planning includes creating a detailed plan explicitly addressing strategies, activities, and a schedule to eliminate gaps.

*Please see the bottom of the Newsletter for details about KASC's Test Score Graphing Service and Gap Analysis Graphs.

STUDENT ACHIEVEMENT REPORT (Under item 2b)

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

- The number of students not performing at grade level and/or not meeting the expected standards.
Important note: This report must only be numbers of students; the council cannot discuss individual students.
- The number of students broken down by group: gender; free and reduced lunch; minority groups; disabilities.
- A comparison of the numbers from previous reports.
- What efforts are being made to help students perform on grade level and/or meet expectations?

[MAP Data Organizer](#) from KASC. For elementary and middle schools using MAP as a diagnostic tool, KASC has created additional reports to show growth and correlate with Kentucky standards.

SCHOOL IMPROVEMENT PLANNING, MONTHLY REVIEW (Under item 3a)

Stay informed about the progress that is being made implementing the current improvement plan by reviewing the following:

- Last month — What activities were completed last month? What impact did that have on students? Staff? Family/Community?
- This month — What activities are being completed this month? What does the council need to know about that?
- Next month — What activities are coming up next month? Does the staff have everything they need to be successful?

SCHOOL IMPROVEMENT PLANNING, CONTINUOUS IMPROVEMENT (Under Item 3b)

eProve is the platform for the CSIP and CDIP documents. The Continuous Improvement Process is explained on [KDE's website](#). The upcoming deadlines are found in the Deadlines section of the newsletter.

POLICY REVIEW (Under item 6a)

Emergency Plan Policy

School councils are required to have an Emergency Plan and Policy. (KRS 158.162) KASC has a resource that includes a checklist and issues to consider to help guide you through this plan and policy. This guide is on the members only section of our [website](#). Please email [Ruth](#) if you need your user name and password. (Phase two of CSIP Planning includes completing the School Safety Report.)

BYLAW REVIEW (Under item 6b)

This would be a good time to check your bylaws for rules on regular and special meetings and open and closed sessions. KASC has a handout on the Open Meetings Law, email [Ruth](#) if you would like a copy. KASC's Meetings Kit includes advice on regular meetings, special meetings, agendas, closed sessions, committee charges, and minutes. You can find an order form [here](#).

ONGOING LEARNING (Under item 9a)

Writing Policy Requirements From the Commissioner’s Email, Tuesday, September 4:

“Senate Bill 1 (from 2017) requires each school-based decision making (SBDM) council or, if there is no school council, a committee appointed by the principal, to adopt policies that determine the writing program for its school and submit it to the Kentucky Department of Education (KDE) for review and comment. For the 2018-19 school year, schools now must complete their writing policies and submit them electronically by January 15, 2019. Information on how to submit writing policies can be found on the Writing Policy Submission page.”

KASC updated our sample policy when writing requirements were specified in law in 2009, and then we updated again in the spring of 2017 after the writing related part of the law was changed again. In the spring 2017 update, we also incorporated the standards for the writing program assurances into the policy. The writing policy, just like all KASC policies, is free on the members only site. You can access that site with your [username and passwords](#).