



Norton Elementary
August 1, 2023
SBDM Meeting Agenda and Minutes

WHO	SBDM council
DATE	8/1/2023
TIME	8:30 AM
LOCATION	Conference Room

Agenda Item	Responsible	Notes
Welcome and Meeting called to Order	Fiaschetti	Members Present: Maynard, Cabasa, George, Colpo, Fiaschetti
Approval of Agenda Approval of June Agenda and Minutes	Fiaschetti	Agenda and minutes - 1st motion - Colpo, 2nd George - Approved
Determine 2023-24 regular meeting dates (<u>Schedule of Regular Meetings of the Council</u>)	Fiaschetti	Meetings 8:15 last Tuesday of every month
Distribution of the following documents: 1. <u>Summer 2023 SBDM Connections</u> 2. <u>KASC Council Connections</u> 3. <u>The First Task is to Ask</u> 4. <u>SBDM Council Member Training Verification</u> To ensure that your members are aware of Kentucky's Open Meetings Laws, please share the <u>KASC Open Meetings Video</u> with your Council (consider sending this video to members to view prior to the meeting)	Fiaschetti	Documents distributed to members Covered training requirements and confirmed completion

<u>Email Notification Agreement</u>	Fiaschetti	Members reviewed and completed
<u>Confidentiality Statement</u>	Fiaschetti	Distributed and signed by council members
Committee Reports	Fiaschetti	
Staffing Updates	Fiaschetti	Interviewing ECE Instructional Asst. - no viable candidates Kindergarten Vacancy due to delay in paperwork
<p>1. Budget</p> <p>School Budget Report: 10th day</p> <p>Budget Adjustment – Council will review impact of any changes to staffing allocations and operational budget due to the actual student enrollment.</p> <p>First motion/Second motion/Consensus</p>	Fiaschetti	<p>Discussed General/Flex Funds, Fund 22, Activity Account</p> <p>Discussed change of banks from PNC to Truist</p>
<p>School Budget Report: Carryover – Council will review the status of funds from the previous year’s budget that have been transferred into xxx1118 0610 900XF resulting in either a gain or loss of new year funds. Schools should develop a plan that does not overspend school operation budget and not have remaining funds more than \$100,000 at the end of the year. The funds you have are to be invested in your children and school now. See <u>carryover over funds guidance</u> (at the 6 min 30 sec mark) and <u>School Budget FAQs</u>.</p> <p>First motion/Second motion/Consensus</p>	Fiaschetti	<p>Carryover discussed, funds yet to be released</p> <p>Vote tabled until following meeting when funds are available</p>
<p>Policy Review</p> <p>a. Annual review and apply REAP to the following policies (If</p>	Fiaschetti	Review of REAP

<p>there are changes, then you will need to conduct a first reading at this meeting; if none, then you will simply readopt the policy.)</p> <p><u>Bylaws</u> Motion to approve the first reading First motion/Second motion/Consensus</p> <p><u>Enhancing Achievement</u> Motion to approve the first reading First motion/Second motion/Consensus</p> <p><u>Committees</u> Motion to approve the first reading First motion/Second motion/Consensus</p> <p><u>Principal Selection</u> Update Language</p>		<p>Change wording First Motion - Maynard Second Motion - Cabasa Approved</p> <p>Aligning with district standards for student achievement First Motion - George Second Motion - Colpo Approved</p> <p>Aligning with pillars of JCPS First Motion - Maynard</p> <p>Update to wording to remove unnecessary language First Motion - Colpo</p>
<p>Old Business</p>	<p>Fiaschetti</p>	
<p>New Business:</p> <p>Emergency Management Plan: If you did not review your EMP with your Council in the spring, please ensure that you do so prior to the first teacher day.</p> <p>1. Adoption of the School Safety Plan for the new school year with revisions from the previous year's reflection</p>	<p>Fiaschetti</p>	<p>Discussion of Safe Place - and conducting teacher training for safe exits from the building</p> <p>Reviewing safety plan with first responders</p>

<p>2. Post primary and secondary evacuation routes in each room as well as posting of severe weather safe zones in each room</p> <p>3. Review the School Safety and Emergency Plan with local emergency responders and share with all staff (required to record date/time)</p>		
<p>1. Announcements and Reminders</p> <p>A. Required Training Experienced Member Online Training Option Council's Role with Continuous Improvement: <u>Here</u> is the information about the new three-hour experienced SBDM member training.</p> <p>B. New members will need to attend SBDM 101. <u>Here</u> is the information about these sessions and how to register.</p> <p>C. Background Checks for Parent Members KRS 160.380 (sections 1, 6, and 9) requires SBDM parent members to submit to state and federal criminal records fingerprint checks and receive a "clear CA/N" letter from the Cabinet for Health and Family Services. If an SBDM parent member is re-elected to a consecutive term, then the school district is not required to conduct these criminal records checks again. However, if there is a "break in service" and the SBDM parent member is elected later, but not consecutive to an initial term, then the school district should conduct a new state and federal criminal records check.</p>	<p>Fiaschetti</p>	<p>Discussed requirements for members and reviewed SBDM training resources</p>

Additional guidance is available in the <u>Summer 2023</u> edition of <i>SBDM Connections</i> .		
Adjourn	Fiaschetti	First Motion - Maynard Second Motion - Colpo Adjourned