

**La Grange Elementary School Council
Oldham County Schools**

**A G E N D A
July 24, 2020**

- I. Call to Order
- II. Agenda Approval and Minutes from May 18th and Special Called Minutes from June 16th
- III. Review Norms
 - Council discussions stay within the group until the action item has been approved by the Council
 - Start on time and end on time
 - Maintain a focus on ensuring the learning of all students
 - Be willing to share ideas and open to new learning
- IV. Council Action Items
 - A. Norms and Meeting Schedule for 2020-21
 - B. Code of Ethics (Enclosure A)
 - C. Policy Revisions (Enclosure B)
 - D. Emergency Management Response Plan
- V. Principal's Report
 - A. Enrollment, Staffing and Schedules
- VI. Adjourn

La Grange Elementary
School-Based Decision-Making Council
Minutes
May 18, 2020

The La Grange Elementary School Council met in regular session via Google Meet with the following members in attendance: Jessie Gray - Teacher Rep, Jessica Galati - Teacher Rep, Ashley Phenix – Parent Rep and Heather Thomas - Chair. Mrs. Thomas called the meeting to order at 9:29 a.m..

1. A motion was made by Jessie Gray to accept the minutes as read. Jessica Galati seconded and the motion carried with no opposition.
2. Mrs. Thomas reviewed the ESS Plan for the 2020-2021 school year. She explained how the money is allocated per pupil by the District. She would like to hire a retired teacher so that we would not have to pay a benefits package as part of the salary and this ESS teacher would work 20 hours a week beginning in September. Brief discussion followed. Jessie Gray made a motion to approve the ESS Plan. Jessica Galati seconded and the motion carried with no opposition. Mrs. Thomas then asked the Council to sign the Assurances and Certification form attached to the SBDM Agenda.
3. Schoen Sangalli, STC, joined the meeting at 9:36 am. Schoen shared with the Council an update regarding Title I monies and our technology plan. She shared updates regarding purchasing class sets of iPads (one set for K and one set for 1st). Matt Williams – Parent Rep & Debbie German – Teacher Rep joined the meeting at 9:37 am. Brief discussion followed Schoen’s presentation. A motion was made by Jessica Galati to accept revisions to the 2019-20 Title I Budget focused on technology needs. Ashley Phenix seconded the motion and the motion carried with no opposition. Schoen Sangalli left the meeting at 9:40 am.
4. Mrs. Thomas reviewed the Professional Development Plan for 2020-2021. She explained that with the quarantine and restrictions that have been laid out thus far regarding the COVID-19 Pandemic, many things have been canceled and yet to be rescheduled. This plan is still in “DRAFT” form. A motion was made by Debbie German to accept the Plan. Ashley Phenix seconded and the motion carried with no opposition.
5. Mrs. Thomas reviewed two SBDM policies. The first being Policy 1009 – Appearing Before the School Council. She explained what the policy means and there were no revisions made. A motion was made by Ashley Phenix to accept the policy as written. Jessica Galati seconded the motion and the motion carried with no opposition. The second policy reviewed was Policy 2001 – Review of Challenged Instructional Material. Mrs. Thomas explained the reasoning behind this policy. No revisions were made. A motion was made by Jessica Galati to accept the policy as written. Debbie German seconded the motion and the motion carried with no opposition.

With no further business to discuss, Debbie German made a motion to adjourn. Ashley Phenix seconded. Meeting was adjourned at 9:50 am

**La Grange Elementary School Council
Oldham County Schools**

**SPECIAL- CALLED AGENDA
June 16, 2020
10:00 am**

- I. Call to Order
- II. Agenda Approval
- III. Enter Closed Session to Discuss Certified Personnel Selection per KRS 61.801 (1) (f) for discussions that might lead to the appointment of an individual employee.
- IV. Adjourn

La Grange Elementary School Council
Oldham County Schools

CONCERN:

The Council needs to review SBDM norms and establish meeting dates for the 2020-21 school year.

DISCUSSION:

Norms are ground rules or habits that help establish a collaborative team around collective commitments. The previous council established a set of norms, which need to be revised to align with the beliefs of our current council members.

As a reminder, the Student Free Speech and Religious Right Laws and the Open Meetings and Open Records laws were reviewed during the annual SBDM training. If there are no further questions concerning those documents they can be addressed during our meeting.

RECOMMENDATION:

After reviewing the norms, revise and approve our norms and meeting dates for 2020-21.

- Council discussions stay within the group until the action item has been approved by the Council
- Start on time and end on time
- Maintain a focus on ensuring the learning of all students
- Be willing to share ideas and open to new learning

La Grange Elementary School Council
Oldham County Schools

CONCERN: Discuss and endorse the La Grange Elementary School Council Code of Ethics/Oath of Office.

DISCUSSION: Our L.E.S.C. Policy 1001 requires the Council to examine the Code of Ethics at the first meeting of each year. This is a way for the Council to publicly express its values and commitment as well as help the Council members examine priorities and beliefs. The Council may make revisions in the Code of Ethics to better reflect the values of the members. Once the Council has agreed to the Code of Ethics, each member is to demonstrate his or her commitment to it by signing a copy that will be kept with the official minutes.

Please find a copy of the Statement of Ethics following this discussion. As a reminder, the Student Free Speech and Religious Liberty Rights and The Kentucky Open Records and Open Meetings Acts were reviewed during your annual training. If there were questions or comments, the Council can discuss both documents.

RECOMMENDATION: Consider the Code of Ethics and make any changes that the Council feels are necessary. Endorse the Code of Ethics for the 2020/2021 school year and sign a copy for the official records.

LA GRANGE ELEMENTARY SCHOOL COUNCIL POLICY

CODE OF ETHICS

1001

TOPIC

STATEMENT

- | | |
|-------------------|--|
| a. Code of Ethics | The Code of Ethics will be a statement of professional standards that the Council will follow as it makes decisions affecting the children (defined) served by the school. The Code of Ethics will reflect the values and the commitment of the Council Members. |
| b. Review | Council will review the Code of Ethics at the first meeting of each year. Revisions shall be made as needed to better reflect the values of the Council members. |
| c. Commitment | The Council members will demonstrate their commitment to the Code of Ethics by affixing their signature to a copy of it which will remain with the official minutes of the Council's actions. |

Adopted – LaGrange Elementary School School-Based Decision Making Council – August 23, 1995; Revised September 26, 2000; Revised March 27, 2006; Revised August 2013; Revised July 21, 2017; July 24, 2020

**STATEMENT OF ETHICS FOR
THE LAGRANGE ELEMENTARY SCHOOL COUNCIL**

Members of the La Grange Elementary School Council, while representing teachers, parents, and school administrators, have the educational welfare of the students served by the school as its highest priority. We acknowledge that the school belongs to the public it serves and that our responsibilities as council members require gathering and giving accurate information and making decisions that will be in the best interest of the students. We further acknowledge that we can best meet our responsibilities when we work as a team, show respect for one another, show honesty, and demonstrate a commitment to the school and to our responsibilities.

Refraining from discussing information that can be detrimental to a person or a group is a behavioral standard by which the council will abide.

The responsibilities of the council and these acknowledgements require each council member to maintain standards of exemplary professional behavior. Each council member and the council as a whole will be observed and appraised by the faculty, students, and community. In the interest of the school and each student served by the school, the council subscribes to the following statements of ethical standards.

Members of the council shall:

- * **Make the well-being of students the fundamental value in all decision-making actions.**
- * **Fulfill responsibilities with honesty and integrity.**
- * **Obey local, state, and national laws.**
- * **Abide by policies set by the council.**
- * **Demonstrate a willingness to work as a team.**
- * **Demonstrate willingness to compromise in the interest of the welfare of students.**
- * **Show support of decisions made by the council.**
- * **Avoid sharing information that is considered confidential by the council.**
- * **Represent his/her constituency group as accurately as possible while understanding that the council, as a whole, works on the behalf of the school as a whole.**
- * **Demonstrate commitment to the work of the council and the school.**
- * **Avoid using positions for personal gain through political, social, religious, economic, or other influence.**
- * **Demonstrate respect for all people regardless of race, national origin, sex, religion, and political affiliations.**

The 2020/2021 La Grange Elementary School Council signifies its endorsement of this Statement of Ethics by signing below:

Jessica Galati, Teacher Representative

Matthew Butterfield, Teacher Representative

Jessie Gray, Teacher Representative

Ashley Phenix, Parent Representative

Kiley Walker, Parent Representative

Heather Thomas, Principal/Council Chairperson

La Grange Elementary School Council
Oldham County Schools

CONCERN:

Bylaws and policies were the focus of the annual SBDM training last year and a focus of our Council throughout the 19-20 school year . Bylaws are the operating rules the school council sets to conduct its work while policies refer to what the school council develops and adopts concerning how the school itself operates. Our SBDM council's bylaws and policies provide structure, cohesiveness and help to eliminate potential disorder. Our bylaws were all reviewed and revised during the 19-20 school year. The phrase *council policies* refer to what the school council develops and adopts concerning how the school operates. This includes such items as curriculum development, determining school schedules and technology use in schools. Policies are the rules, guidelines and procedures for school operations.

DISCUSSION:

School council policies need to contribute to raising student performance and keep a focus on achieving our mission and goals. As our goals and procedure evolve, the council needs to review our policies to determine if they need to be revised.

RECOMMENDATION:

After reviewing the revisions and pending any further questions presented for policy 1001, 1007 and 4012, approved the policy changes as presented.

<u>TOPIC</u>	<u>STATEMENT</u>
a. Code of Ethics	The Code of Ethics will be a statement of professional standards that the Council will follow as it makes decisions affecting the children (defined) served by the school. The Code of Ethics will reflect the values and the commitment of the Council Members.
b. Review	Council will review the Code of Ethics at the first meeting of each year. Revisions shall be made as needed to better reflect the values of the Council members.
c. Commitment	The Council members will demonstrate their commitment to the Code of Ethics by affixing their signature to a copy of it which will remain with the official minutes of the Council's actions.

Adopted – LaGrange Elementary School School-Based Decision Making Council – August 23, 1995; Revised September 26, 2000; Revised March 27, 2006; Revised August 2013; Revised July 21, 2017; July 24, 2020

LAGRANGE ELEMENTARY SCHOOL COUNCIL POLICY

DETERMINATION OF USE OF SCHOOL SPACE DURING THE SCHOOL DAY

1007

<u>Topics</u>	<u>Statement</u>
A. Determination and use of School Space	Determination of the use of school space shall mean the development of a master plan for the utilization of rooms and instructional areas of the school by classes and activities during the course of the school day determined by the district.
B. Committee	<p>The school leadership committee shall be responsible for reviewing a plan for how the rooms and instructional areas of the school shall be used. The principal shall submit the plan for the use of school space to the Council for approval. Upon approval, the committee, with the assistance of the Principal, shall be responsible for disseminating the plan to all staff members. The principal shall assign staff members to specific room assignments, clustered by grade.</p> <p>The School Leadership committee shall be responsible for reviewing and recommending changes to the plan for the use of school space each spring.</p>
C. Criteria includes:	<p>The criteria to be met in determining the use of school space shall:</p> <ol style="list-style-type: none"> 1. Promoting instructional effectiveness to the fullest. 2. Reflecting appropriate use of the school building and property. 3. Complying with all federal, state, and Board regulations. 4. Supporting the school's instructional goals, program, and service concepts.
D. Monitoring	The Council shall monitor the use of school space with assistance from the School Climate committee and make changes whenever necessary to improve the instructional program of the school.

Adopted: La Grange Elementary School SBDM Council – August 2013

Revised –August 2014; March 2017;

LAGRANGE SCHOOL COUNCIL POLICY SCHOOL

STUDENT ATTENDANCE POLICY

4012

Topics	Statement
Purpose	<p>The purpose of the La Grange Elementary School Attendance Policy is to foster the understanding and emphasize the importance of regular school attendance. Students are expected to be in attendance each day for the full instructional period from 7:40 a.m. to 2:30 p.m. Research shows that there is a far greater risk of academic failure and an increased dropout rate for students who do not attend regularly. We are striving to create an atmosphere conducive to learning, creativity, and character growth that encourages students to attend.</p>
Commitment	<p>The faculty and staff of La Grange Elementary School will work to help each child internalize the expectation that attendance is important so he/she can experience the feeling of pride and belonging that comes from being a regular part of our school community. Students and classes with outstanding attendance will be recognized. It is our hope that this plan will lead to increased attendance.</p>
Excused	<p>Excused absences shall include illness of the student, serious illness in the immediate family, medical appointments, funerals, acknowledged religious holidays, or military deployment of an immediate family member, educational enhancement opportunities and court proceedings per the state statute. Parents are encouraged to make after-school or weekend doctor appointments. Upon returning to school following an absence, a child is required to bring a note from his/her parent, guardian, doctor or dentist stating the reason for the absence. This note should be given to the student’s homeroom teacher within 5 days of an absence or tardy. After the fifth day, the note can no longer excuse an absence or tardy. Eight parent notes, for either/or tardies or absences are permitted as an excused absence.</p> <p>A doctor’s authorization must be provided for an absence to be excused if a student is absent on the day prior to a scheduled break as well as the day immediately following a scheduled break in accordance with the approved school calendar.</p> <p>Tardies are recorded, including early dismissals and may accumulate to become half or full day absences.</p>
Unexcused	<p>After three unexcused absences and six unexcused absences a letter is automatically generated by the Board of Education and mailed to the guardian. If school personnel are unsuccessful in improving the attendance of the child, the Director of Pupil Personnel will be contacted for further inquiry. Per district policy, when a student accumulates a total of eight full-day absences, a doctor’s authorization is required for subsequent absences. If irregular attendance still persists after the parent/guardians have been contacted by the school personnel and the Director of Pupil Personnel concerning the importance of regular attendance and the legal responsibilities of the parents/guardians, the Director of Pupil Personnel, upon the ninth unexcused absence, will then request a juvenile court appearance.</p> <p>Kentucky’s Compulsory Attendance Law KRS 159.150 states “Any child who</p>

Topics	Statement
	has been absent from school without a valid excuse for three or more days, or tardy without a valid excuse on three or more days is a truant. Any student who has been reported as truant two or more times is a habitual truant.”
Celebrations	Students with perfect attendance will be recognized at the end of the school year. Monthly and daily school attendance celebrations will be used to encourage and reward students’ attendance.

Adopted: La Grange Elementary School SBDM Council, December 2016

Revised: January 31, 2020; July 24, 2020

July 24, 2020

La Grange Elementary School Council
Oldham County Schools

CONCERN:

During the Council meeting, review the Emergency Management Response Plan for 2020-2021. Due to the sensitive nature of the information, the plan is not enclosed.

DISCUSSION:

According to KRS. 158.441(1), each SBDM Council shall review and update its Emergency Management Response plan annually. The Emergency Management Response plan was revised to include maps for off site evacuation sites. The plan also includes job assignments and back-up personnel in case of an emergency. As a Council, we need to review the plan before a motion to approve.

RECOMMENDATION:

Approve the revised Emergency Management Response Plan for 2020/2021.