

The mission of Southern Elementary is to provide a safe, child-centered, learning environment where every child is challenged and motivated.

Southern
Elementary
320 Fairgrounds Road
Falmouth KY, 41040



Mark Hegyi—Principal
Kristina Sheehy—Asst. Principal
Johora Paeda —Counselor
Janet Stahl—District Liaison

Southern Elementary

August 28, 2018 @ 4:00 pm SBDM Meeting Conference Room

4:00 pm SES Conference Room

1. Opening Business

- A. Agenda Approval
- B. Approval of July Minutes
- D. Good News – GREAT START
- C. Public Comment

2. 2018-2019 Staffing Update

- A. Classified Position

3. Student Achievement

- A. Star Testing

4. Policy Review

- A. Committee Policy
- B. Extracurricular Program Policy
- C. Discipline Policy

5. Committee Reports

- A. Committee Members

6. Budget Report

- A. August 2018 SBDM Budget Review and Approval

7. August School Discipline Report

8. Adjourn

***Next Regular Scheduled SBDM Meeting: September, 24th @ 4:00**

Non- Approved
Southern Elementary
SBDM Council
July 31, 2018

Call to Order: Mark Hegyi

Members Present: Principal Mark Hegyi, Teacher Debbie Hart, Teacher Lynn Murphy, Teacher Jennifer McAfee, Parent Amber Conrad, Parent Brooklyn Anderson

District Liaison: Janet Stahl

Mission Statement: Debbie Hart

1. Opening Business

- A. Agenda Approval- Brooklyn Anderson moves to approve the agenda. Lynn Murphy seconds the motion. The motion is approved by consensus.
- B. Approval of May Minutes- Lynn Murphy moves to approve the May minutes. Jennifer McAfee seconds the motion. The motion is approved by consensus.
- C. Public Comment- None

2. Communications: Staffing Updates

- A. Certified Positions:
 - a. Alyssa Brown- 4th Grade Science Teacher
 - b. Theresa Emery- Special Education Teacher
 - c. Rebekah Lange- Speech
 - d. Paul Pelgen- 5th Grade Social Studies
 - e. Rebekah Spence- Preschool
- B. Classified Positions:
 - a. Shelby Buckler- FMD Instructional Assistant

*Mr. Hegyi shared with the committee that he received a late resignation letter from one of our teachers who accepted a position in another district. He explained that we still have an open Special Education position posted and hopes to hire by the beginning of next week.

3. Budget

- 1. **2017-2018 End of the Year Budget Report-** The committee reviewed the 2017-2018 end of the year report. Debbie Hart moves to approve the 2017-2018 end of the year budget report. Brooklyn Anderson seconds the motion. The motion is approved by consensus.

2. **2018 July Budget Report**- The committee reviewed the July budget report. Brooklyn Anderson moves to approve the 2018 July budget. Jennifer McAfee seconds the motion. The motion is approved by consensus.
3. **2018-2019 Adjusted Budget**- Mr. Hegyi explained the last time council approved this budget there was a formula in the spread sheet which gave the committee the incorrect total for each of the cells. Mr. Hegyi asked the committee to review and approve the adjusted budget. Debbie Hart approves the motion. Jennifer McAfee seconds the motion. The motion is approved by consensus.
4. **Policy\Plan Development/Review**
 - A. **Emergency Plan Policy**- The committee reviewed the current policy. Brooklyn Anderson moved to accept the policy with no changes. Lynn Murphy seconds the motion. The motion is approved by consensus.
 - B. **Homework Policy**- The committee reviewed the current policy. Changes were made to the Homework Policy. Debbie Hart moves to accept the policy with the changes. Jennifer McAfee seconds the motion. The motion is approved by consensus.
5. **New Business**
 - A. **Approve 2018-2019 Master Schedule**-The committee reviewed the proposed 2018-2019 Master Schedule. Brooklyn Anderson moves to approve the 2018-2019 proposed master schedule. Lynn Murphy seconds the motion. The motion is approved by consensus.
 - B. **Set Schedule for 2018-2019 SBDM Meetings**

September *	Date: <u>9-25-18</u>	Time: <u>4:00</u>
October*	Date: <u>10-23-18</u>	Time: <u>4:00</u>
November*	Date: <u>11-27-18</u>	Time: <u>4:00</u>
December*	NO DECEMBER MEETING	
January*	Date: <u>1-22-19</u>	Time: <u>4:00</u>
February*	Date: <u>2-26-19</u>	Time: <u>4:00</u>
March*	Date: <u>3-19-19</u>	Time: <u>4:00</u>
April*	Date: <u>4-23-19</u>	Time: <u>4:00</u>
May*	Date: <u>5-28-19</u>	Time: <u>4:00</u>
June*	NO JUNE MEETING	
 - C. **Elect Vice-SBDM Chairperson** - Debbie Hart nominates Lynn Murphy to appoint Brooklyn Anderson to be the SBDM vice-chair. Jennifer McAfee seconds the motion. The nomination is approved by consensus.
 - D. **Review and Sign "Student Free Speech and Religious Liberty Rights"** – The committee reviewed and signed receipt of the "Student Free Speech and Religious Liberty Rights"
 - E. **Review and sign "Reading and posting in public schools of text documents and American History and Heritage"** – The committee reviewed and signed receipt of the Reading and posting in public schools of text and documents and American History and Heritage.
 - F. **Review and Complete "Email Notification"** – The committee members completed the Email Notification information.

- G. **Review and Sign "Your Duty under Law"** – The committee reviewed and signed receipt of Your Duty under Law.
- H. **Review and Sign "Managing Public Records"** - The committee reviewed and signed receipt of "Managing Public Records"

Brooklyn Anderson moves to adjourn the meeting. Lynn Murphy seconds the motion. The meeting is adjourned by consensus.

Next SBDM Meeting August 28, 2018 @ 4:00

Mark Hegyi, Chairman

Date

Shawna Higgins, Secretary

Date

Southern Elementary

Committee Policy – Southern Elementary shall have standing committees. The council will determine if other committees, Ad Hoc, are necessary and assign/dissolve as needed.

Standing Committees for Southern Elementary May include:

- 1. School Culture/Climate**
- 2. Technology**
- 3. Family Involvement**

The standing committees' actions shall be advisory and not authoritative.

- Staff members, parents/guardians, and all interested persons will be invited to sign up for committees.
- All certified staff shall serve on at least one standing committee and will be asked to sign up soon after the beginning of the school year.
- The principal shall make the final placements of staff members to balance committee membership.
- Committee chairpersons shall be appointed by the administration.
- Committees shall carry out tasks assigned to them by the school council and may also bring issues of concern or interest to the school council.
- Committee chairs or their designee will report as requested by the school council.
- Committees will follow the record keeping procedures used by the school council.
- All committee minutes are to be forwarded to the principal within three days of the committee meeting and the principal will maintain records of the minutes and present them to the SBDM Council at the monthly meeting.

Southern Elementary

Extracurricular Programs Policy

Criteria For Programs: For an extracurricular program to be continued or to institute a new program, the program must:

1. Contribute to the following Kentucky Learning Goals:
 - Becoming a self-sufficient individual.
 - Becoming responsible members of a family, work group, or community, including demonstrating effectiveness in community service.
2. Generate and maintain student interest as well as attract students currently not involved in extracurricular or service projects.
3. Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students.
4. Have a suitable adult sponsor and have appropriate adult supervision at all times.

Programs Currently Offered

Listed below are the extracurricular programs we currently provide. Additional programs will be approved and instituted based on their ability to meet the criteria listed in the first section of this policy.

- Academic Team
- Student Technology Leadership Program
- Chorus
- Art Club
- National Elementary Honor Society

Student Participation

Students will be eligible to participate in extracurricular activities if they:

1. Maintain passing grades in all subjects.
2. Were in attendance on the day of the activity or on Friday for weekend activities. Principal approval is required for any student to participate if he/she is not in attendance on the day of the activity or on the Friday for weekend activities.
3. Comply with rules established by the adult coach or sponsor for the activity.
4. Where applicable, meet any requirements set by the appropriate sponsoring or governing organization.
5. Exclusion from practice and/or an event can be given as a consequence for a discipline referral.

***Student participation shall not be limited due to financial constraints.*

Coaches and Sponsors

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirements set in law, or by sponsoring or governing organizations. The coach or sponsor will be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable.

The principal will assign coaches and sponsors from our school's current staff following our policy on Instructional and Non-Instructional Staff Time Assignment. If it is necessary to consider applicants who do not currently work at our school, our policy on Consultation will be followed.

Program Evaluation

Our extracurricular program will be evaluated through the needs assessment process for updating our School Improvement Plan.

Southern Elementary

Student Discipline Policy – The purpose of this policy is to ensure that Southern Elementary operates in a manner that is physically, mentally, and emotionally safe for all students. This policy should enable the learning environment to be one that is productive and where students are motivated to learn and adults and children are treated with respect and support.

Policy Statement

1. Each teacher at Southern Elementary is responsible for the supervision and discipline of all students.
2. All teachers will set clear expectations to promote student success (i.e. CHAMPS procedures, PBIS incentive programs, Cardinal Pride)
3. Minor offenses shall be dealt with at the classroom level, with parental input as necessary, and shall only be brought to the administrations attention if the behavior is habitual or persistent and other corrective measures have not been proven successful
4. Academic issues shall be dealt with at the classroom level, with parental input as necessary, and shall only be brought to the attention of the administration when the issue is habitual and all other avenues to correct the problem have been exhausted.
5. Minor offenses for both academic and behavioral will be recorded by the teacher. After three of the same offense, the teacher will notify the administration of the issue. An administrator will review the issue and will communicate with the teacher, parent, and the student as to his/her decision.
6. Behavior issues which are severe in nature (ex. Fighting, safety issues) shall be brought to the attention of the administration immediately.
7. In all cases of discipline, the "District Code of Conduct" for the Pendleton County Schools, shall be referred to and followed.

2018 – 2019 SES Committees

*Committee Chair

School Safety

***Hegy, Sheehy, Paeda, Pugh**
K – Rep: Dana Childers
1st – Rep: Debbie Hart
2nd – Rep: Maxie Kordes
3rd – Rep: Stephanie Prince
4th – Rep: Alison Thompson
5th – Rep: Moriah Conrad
Sp. Area Rep: Josh Hamm
Sp. Ed. Rep: Dixie Tackett
Preschool:
Other
Other:

PBIS

***Paeda, Hegyi, Sheehy**
K – Rep: Alicia Reed
1st – Rep: Kristina Fuller
2nd – Rep: Lynn Murphy
3rd – Rep: Nicole Thompson
4th – Rep: Caitlin Courtney
5th – Rep: Moriah Conrad
Sp. Area Rep: Josh Hamm
Sp. Ed. Rep: Danielle Nolan
Other:
Other
Other:

Family Involvement

***Roseberry, Sheehy**
K – Rep:
1st – Rep: Debbie Hart
2nd – Rep: Maxie Kordes
3rd – Rep: Jennifer Gosney
4th – Rep: Alison Thompson
5th – Rep: Christy Conner
Sp. Area Rep: Claudia Banahan
Sp. Ed. Rep:
Preschool:
Other
Other:

School Culture

***Paeda, Washburn, Deglow**
K – Rep: Amy Vater
1st – Rep: Maegan Cutis
2nd – Rep:
3rd – Rep: Samantha Hall
4th – Rep: Abby Belcher
5th – Rep: Krista Sheppard
Sp. Area Rep: Theresa Adams
Sp. Ed. Rep: Megan Helton
Other: Rebekah Lange
Other: Other:

Health and Wellness

***Pugh, Hegyi**
K – Rep:
1st – Rep: Maegen Curtis
2nd – Rep: Jennifer McAfee
3rd – Rep:
4th – Rep: Alyssa Brown
5th – Rep:
Sp. Area Rep: Josh Hamm
Sp. Ed. Rep: Megan Maddy
Other:
Other:
Other:

Technology

***Prince, Hegyi**
K – Rep: Dana Childers
1st – Rep: Kristina Fuller
2nd – Rep: Madeline Hemmerle
3rd – PRINCE – Chair
4th – Rep: Caitlyn Courtney
5th – Rep: Paul Pelgen
Sp. Area Rep:
Sp. Ed. Rep: Shannon Moore
Other:
Other:
Other:

Southern Elementary

**SBDM TENTATIVE WORKING BUDGET
FOR BOARD ALLOCATED AMOUNTS PER ADA
PROJECTED FOR 2018-19 SCHOOL YEAR**

August SBDM 2018 Report

		BUDGETED			
REVENUE		43,795.00			
PER PUPIL AMOUNT * EST. AVG. DAILY ATTENDANCE					
	Adjustment				
	2% CONTINGENCY Based on original allocation	875.90		875.90	
EXPENSES		Allocated	Spent	Remaining	% Spent
SES COMPUTER ASSTD INSTR					
0801013	0533-SBDM ON-LINE NETWORK	3,200.00	1,079.37	2,120.63	33.70%
GUIDANCE OFFICE					
0801031	0580-SBDM TRAVEL	0.00		0.00	0%
0801031	0610-SBDM GENERAL SUPPLIES	500.00		500.00	0%
0801031	0616-SBDM FOOD NON-INSTRUCTIONAL NON-FOOD SRVS	100.00		100.00	0%
PRINCIPAL'S OFFICE					
0801077	0349-SBDM SCHOOL BASED SECRETARY WAGES	450.00		450.00	0%
0801077	0531-SBDM POSTAGE	1,500.00		1,500.00	0%
0801077	0554-SBDM CELL PHONES	0.00		0.00	0%
0801077	0559-SBDM OTHER PRINTING	0.00		0.00	0%
0801077	0560-SBDM TRAVEL	0.00		0.00	0%
0801077	0610-SBDM GENERAL SUPPLIES	2,000.00	581.28	1,418.72	29.18%
0801077	0650-SBDM SOFTWARE & SUPPLIES - TECHNOLOGY	600.00	363.00	237.00	60.50%
0801077	0697-SBDM OTHER SUPPLIES & MATERIALS	500.00		500.00	0%
0801077	0734-SBDM TECHNOLOGY-RELATED HARDWARE	500.00		500.00	0%

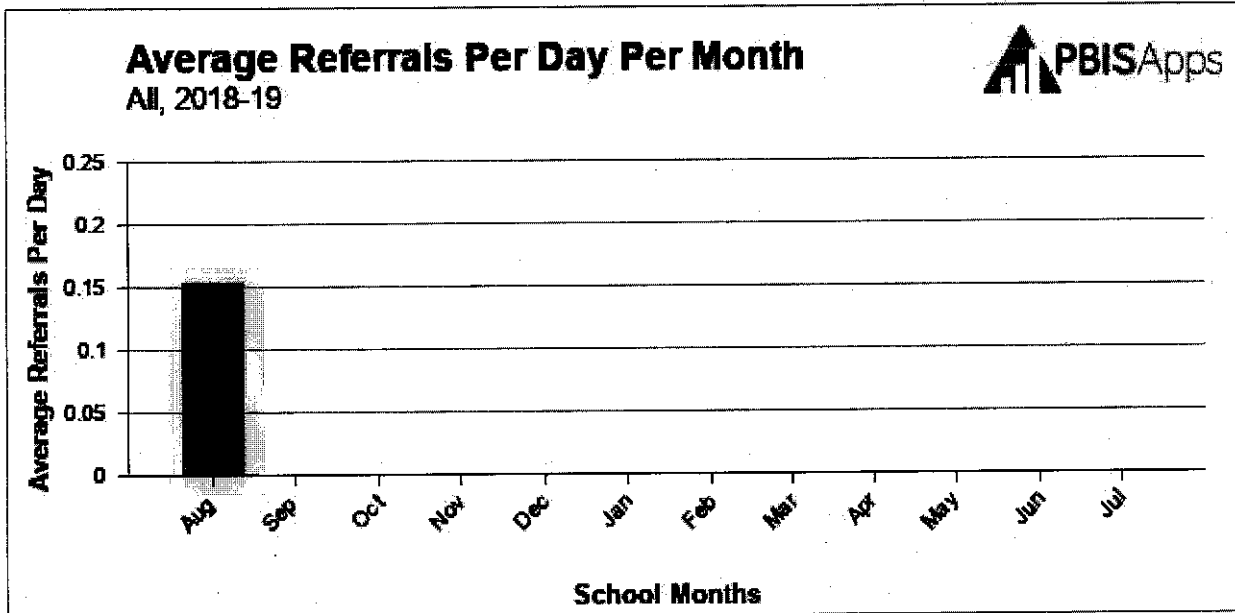
EXPENSES						
			Allocated	Spent	Remaining	% Spent
REGULAR INSTRUCTION						
0801118	0113AC-SBDM	ART CLUB SPONSOR	500.00		500.00	0%
0801118	0113CH-SBDM	CHORUS SPONSOR	500.00		500.00	0%
0801118	0113NH-SBDM	NEHS - SPONSOR	500.00		500.00	0%
0801118	0338-SBDM	REGISTRATION FEES	0.00		0.00	
0801118	0339-SBDM	OTHER PROF TRAINING/DEV SERVICES	0.00		0.00	
0801118	0444-SBDM	COPIER RENT/MAINT.	6,030.00	6,481.09	-451.09	107.50%
0801118	0610-SBDM	GENERAL SUPPLIES	3,059.10	1,091.14	1,967.96	36%
0801118	0610AC-SBDM	ART CLUB SUPPLIES	125.00		125.00	0%
0801118	0610AR-SBDM	ART	500.00		500.00	0%
0801118	0610AT-SBDM	ACADEMIC TEAM SUPPLIES	400.00	355.00	45.00	88.80%
0801118	0610MU-SBDM	MUSIC	500.00		500.00	0%
0801118	0610P-SBDM	SUPPLIES PAPER	6,000.00	6,014.83	-14.83	100.20%
0801118	0610PE-SBDM	PHYSICAL EDUCATION	500.00		500.00	0%
0801118	0610TS-SBDM	GENERAL SUPPLIES (TEACHER SUPPLIES)	4,000.00		4,000.00	0%
0801118	0734-SBDM	TECHNOLOGY-RELATED HARDWARE	5,000.00		5,000.00	0%
0801118	0810-SBDM	DUES AND OTHER FEES	400.00		400.00	0%
0801118	0894-SBDM	INSTRUCTIONAL FIELD TRIPS	2,500.00		2,500.00	0%
0801118						
0801118						
LIBRARY						
0801136	0580-SBDM	TRAVEL			0.00	
0801136	0610-SBDM	GENERAL SUPPLIES	100.00		100.00	0%
0801136	0641-SBDM	LIBRARY BOOKS	1,500.00	1,089.65	410.35	72.60%
0801136	0642-SBDM	PERIODICALS & NEWS - Makers Space	250.00		250.00	0%
0801136	0643-SBDM	SUPPLEMENTARY BKS/GUIDES/CURR	0.00		0.00	
0801136	0645-SBDM	AUGMENTATIVE MATERIALS	0.00		0.00	
0801136	0734-SBDM	TECHNOLOGY-RELATED HARDWARE	0.00		0.00	

EXPENSES		Allocated	Spent	Remaining	% Spent
0801136	0735-SBDM TECHNOLOGY-RELATED SOFTWARE	1,205.00	602.75	602.25	50%
0801136					
0801136					
	TOTAL PER PUPIL ALLOCATION/Totals	43,795.00	15,965.71	23,898.39	
EXTENDED SCHOOL SERVICES					
	Original Budget	13,119.45		13,119.45	0%
0802118	0349-120C OTHER PROFESSIONAL SERVICES	13,119.45		13,119.45	
PROFESSIONAL DEVELOPMENT					
	Original Budget			0.00	
0802053	0338-140C REGISTRATION FEES			0.00	
0802053	0580-140C TRAVEL			0.00	
0802053	0610-140C GENERAL SUPPLIES			0.00	
	Totals	0.00	0.00	0.00	



School Summary
2018-19

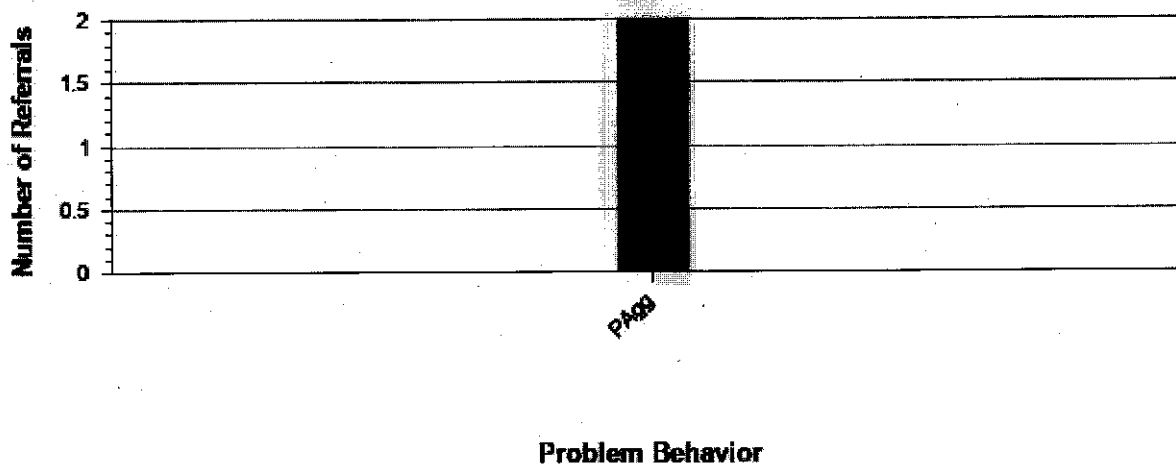
Referral Type: All Referrals



Data Table				
Year	Month	Days Count	Referral Count	ODR/School Day
2018	August	13	2	0.15
2018	September	19	0	0.00
2018	October	17	0	0.00
2018	November	18	0	0.00
2018	December	13	0	0.00
2019	January	21	0	0.00
2019	February	19	0	0.00
2019	March	16	0	0.00
2019	April	22	0	0.00
2019	May	14	0	0.00
2019	June	0	0	0.00
2019	July	0	0	0.00
Totals:		172	2	0.01

Referrals by Problem Behavior

All, Aug 1, 2018 - Jul 31, 2019

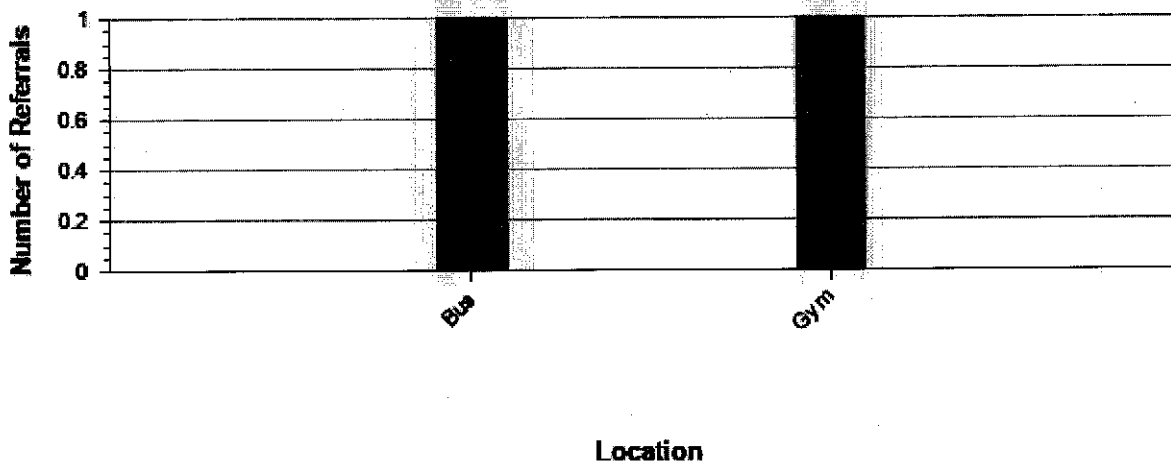


Data Table

Problem Behavior	Frequency	Proportion	Additional Frequency
Physical Aggression	2	100.00%	0
Totals:	2	100%	0

Referrals by Location

All, Aug 1, 2018 - Jul 31, 2019

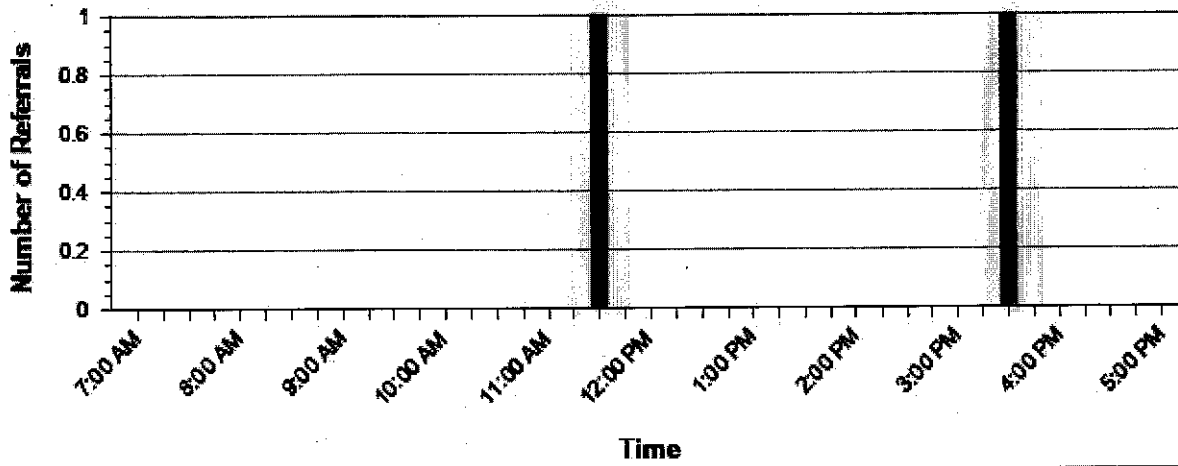


Data Table

Location	Frequency	Proportion
Bus	1	50.00%
Gym	1	50.00%
Totals:	2	100%

Referrals by Time

All, Aug 1, 2018 - Jul 31, 2019

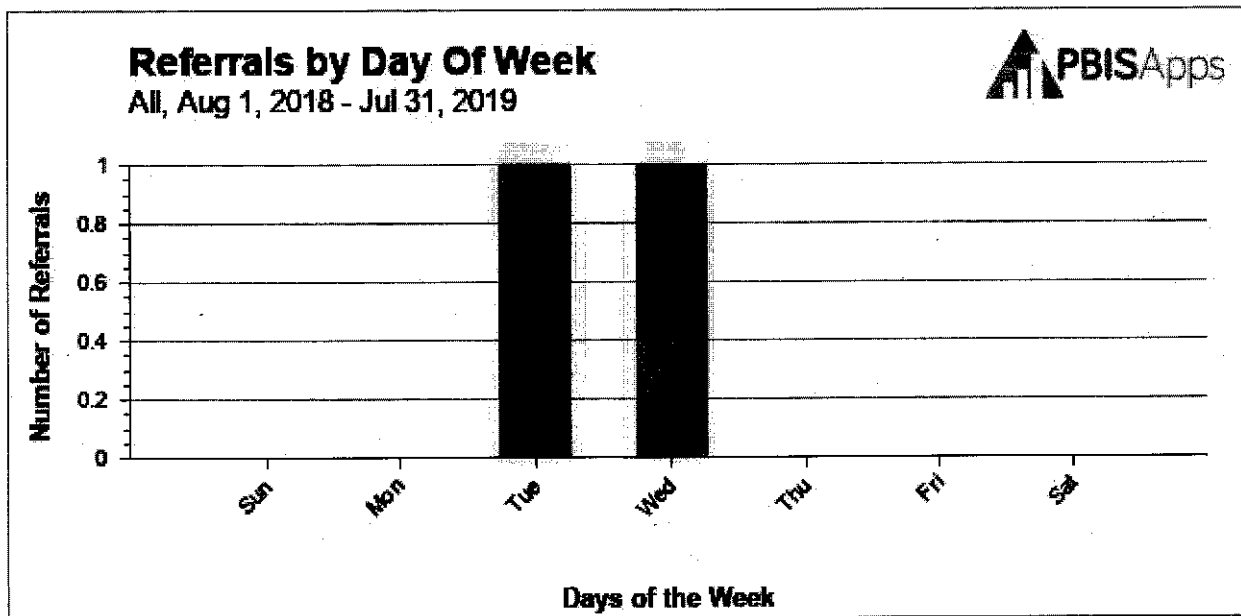


Data Table

Time	Frequency	Proportion
7:00 AM	0	0.00%
7:15 AM	0	0.00%
7:30 AM	0	0.00%
7:45 AM	0	0.00%
8:00 AM	0	0.00%
8:15 AM	0	0.00%
8:30 AM	0	0.00%
8:45 AM	0	0.00%
9:00 AM	0	0.00%
9:15 AM	0	0.00%
9:30 AM	0	0.00%
9:45 AM	0	0.00%
10:00 AM	0	0.00%
10:15 AM	0	0.00%
10:30 AM	0	0.00%
10:45 AM	0	0.00%
11:00 AM	0	0.00%
11:15 AM	0	0.00%
11:30 AM	1	50.00%
11:45 AM	0	0.00%
12:00 PM	0	0.00%
12:15 PM	0	0.00%
12:30 PM	0	0.00%
12:45 PM	0	0.00%
1:00 PM	0	0.00%
1:15 PM	0	0.00%
1:30 PM	0	0.00%
1:45 PM	0	0.00%
2:00 PM	0	0.00%
2:15 PM	0	0.00%
2:30 PM	0	0.00%
Totals:	2	100%

2:45 PM	0	0.00%
3:00 PM	0	0.00%
3:15 PM	0	0.00%
3:30 PM	1	50.00%
3:45 PM	0	0.00%
4:00 PM	0	0.00%
4:15 PM	0	0.00%
4:30 PM	0	0.00%
4:45 PM	0	0.00%
5:00 PM	0	0.00%
Totals:	2	100%

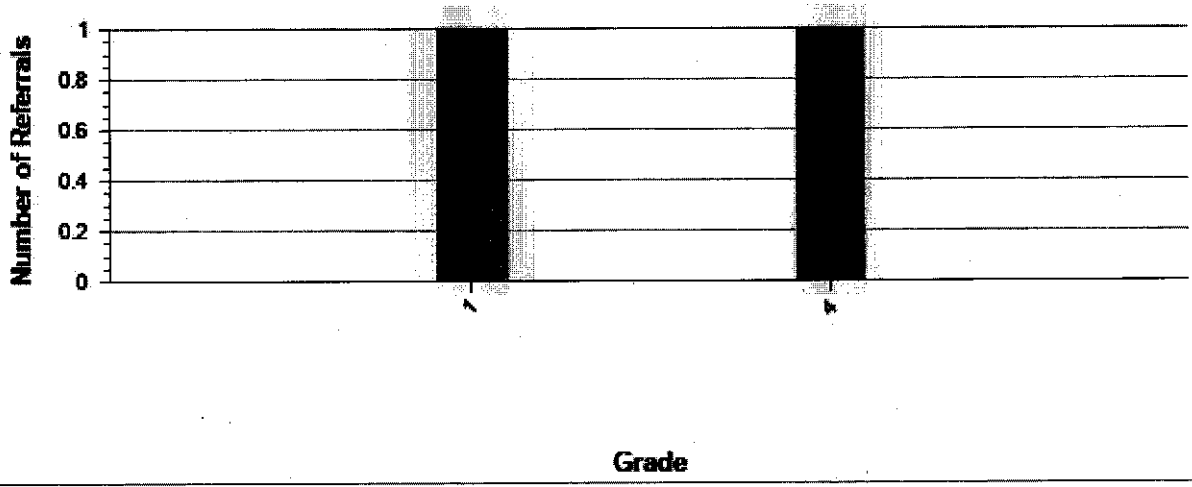
Data Table		
Student ID	Frequency	Proportion
Totals:	0	0%



Data Table		
Day	Frequency	Proportion
Sunday	0	0.00%
Monday	0	0.00%
Tuesday	1	50.00%
Wednesday	1	50.00%
Thursday	0	0.00%
Friday	0	0.00%
Saturday	0	0.00%
Totals:	2	100%

Referrals by Grade

All, Aug 1, 2018 - Jul 31, 2019



Data Table		
Grade	Frequency	Proportion
Pre K-A	0	0.00%
Pre K-B	0	0.00%
Pre K	0	0.00%
K	0	0.00%
1	1	50.00%
2	0	0.00%
3	0	0.00%
4	1	50.00%
5	0	0.00%
6	0	0.00%
7	0	0.00%
8	0	0.00%
9	0	0.00%
10	0	0.00%
11	0	0.00%
12	0	0.00%
Post 12	0	0.00%
Totals:	2	100%