

**Drakes Creek Middle School**  
**SBDM Council Meeting Minutes**

**June 12, 2018**

Minutes of Drakes Creek Middle School's SBDM Council's meeting held Tuesday, June 12, 2018, in the library of Drakes Creek Middle School, located at 704 Cypress Wood Way, Bowling Green, Kentucky 42104.

**CALL THE MEETING TO ORDER**

The meeting was called to order at 4:00 PM by Mr. Daryl Woods, principal.

Members present: Daryl Woods, Nicole Jenkins, Kate Livchak, Brittany Hogue

**OPENING BUSINESS:**

There were not enough members present for a quorum, so the council met only for hiring consultation.

**CLOSED SESSION:**

The council went into closed session to discuss personnel issues for the hiring of open teaching positions.

**OPENED SESSION:**

The council returned to open session and announced the following hires: Hannah Robertson for an open 8th grade math position, Daniel Bemiss for an open 8th grade social studies position, and Keegan Finkbine for the open band position.

**NEXT MEETING**

The next regular scheduled meeting will be Tuesday, July 10, 2018, at the DCMS library.

The meeting adjourned at 4:30 PM.

Minutes submitted by Nicole Jenkins Council Secretary

Minutes approved 6-12-18

Council Chair's signature \_\_\_\_\_

**Drakes Creek Middle School**  
**SBDM Council Meeting Minutes**  
**May 8, 2018**

Minutes of Drakes Creek Middle School's SBDM Council's meeting held Tuesday, May 8, 2018, in the library of Drakes Creek Middle School, located at 704 Cypress Wood Way, Bowling Green, Kentucky 42104.

**CALL THE MEETING TO ORDER**

The meeting was called to order at 4:03 PM by Mr. Daryl Woods, principal.

Members present: Daryl Woods, Nicole Jenkins, Kate Livchak, Brittany Hogue, Davy Rupsch

**OPENING BUSINESS:**

The agenda was approved by consensus. Minutes from April 17, 2018 meeting were approved by consensus.

**BUDGET REPORTS:**

A copy of the budget was distributed, and council members examined the Section 6, Fund 21, and activity fund reports. The Section 6 budget reflects an overage that will be carried over to next year. A special note for the activity funds is that the DCMS Beta Club will have an expenditure for their annual 8th grade field trip at the end of the school year.

Next, the council revisited the topic of staffing and budget allocations for the 2018-2019 school year in regards to the funding of extended days. Funding extended days for positions such as the guidance counselor, library media specialist, and curriculum coordinator require \$8,838.42 of funding. DCMS has a fractional part of one allocated staff position that is unused (\$3,645.82). Therefore, the council approved to provide \$5,192 from Section 6 funds to fully fund the needed extended days so no staff member has to have a reduction in salary.

Mr. Woods then distributed the Title I budget proposal. This proposal reflects funding for one teacher salary with benefits. Since the state budget has cut funding for professional development, Mr. Woods would like to use \$10,000 of Title I funds to provide teachers with professional development opportunities. The budget also reflects a 1% federally-required allocation to parent involvement, which will be used to send home enrichment workbooks to at-risk students for home completion during the summer. The council approved the Title I budget for the 2018-2019 school year.

**NEW BUSINESS:**

Mr. Woods ensured that returning council members had registered for a SBDM training at Central Office.

The council then moved into closed session for a consultation on hiring. The council approved the hiring of Aleecia Moss for an 8th grade language arts position at DCMS.

**NEXT MEETING**

The next regular scheduled meeting will be Tuesday, June 13, 2018 at the 6-4-3 Grill.

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The meeting adjourned at 4:30 PM.

Minutes submitted by Nicole Jenkins Council Secretary

Minutes approved 5-8-18

Council Chair's signature \_\_\_\_\_

**Drakes Creek Middle School**  
**SBDM Council Meeting Minutes**

**April 17, 2018**

Minutes of Drakes Creek Middle School's SBDM Council's meeting held Tuesday, April 17, 2018, in the library of Drakes Creek Middle School, located at 704 Cypress Wood Way, Bowling Green, Kentucky 42104.

**CALL THE MEETING TO ORDER**

The meeting was called to order at 4:00 PM by Mr. Daryl Woods, principal.

Members present: Daryl Woods, Nicole Jenkins, Kate Livchak, Tammie Hightower, Brittany Hogue, Davy Rupsch

**OPENING BUSINESS:**

The agenda was approved by consensus. Minutes from February 13, 2018 meeting were approved by consensus.

Mr. Woods recognized the DCMS orchestra, band, and choir for receiving Distinguished ratings at the Kentucky Music Educators' Association festival at WKU.

**BUDGET REPORTS:**

A copy of the budget was distributed, and council members examined the Section 6, Fund 21, and activity fund reports. The Section 6 budget reflects an overage that will be carried over to next year. There also is a mistaken surplus in the budget that resulted from a central office employee being mistakenly coded to DCMS instead of central office. That error will be remedied by central office. The activity funds show some surpluses for football and volleyball that will be used for reconditioning of equipment and general team expenses.

**NEW BUSINESS:**

Next, the council reviewed the DCMS professional development plan for the 2018-2019 school year. The plan includes the 4 days required by the state and includes topics such as student engagement strategies and technology integration as well as a district-wide middle school Teach Meet and a district-required session on cultural proficiency. The SBDM council voted to approve this professional development plan.

Another new business item was the approval of the DCMS staffing allocation for 2018-2019. The number of teachers and positions is basically staying the same. However, Mr. Woods plans to combine our current half-time social studies position with our reading coach position and have one certified teacher teach two social studies classes and four reading intervention classes. The small bit of money left in our allocations will go to administrators to fund their contracted extended days.

**ONGOING LEARNING**

Mr. Woods presented to the council an update on statewide assessment and accountability. In the new accountability model, student attendance is considered part of the metrics upon which schools are evaluated. For this accountability, the state will look at students who attended school greater than 90% of

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the time they were enrolled. Chronic absenteeism (absences or tardies) will be defined as students who miss more than 17 days. Students who fall into this category do not earn points for the school in terms of accountability. Therefore, our attendance policy as a district will need to be modified to reflect these changes in state policy.

**NEXT MEETING**

The next regular scheduled meeting will be Tuesday, May 8, 2018 in the DCMS library.

The meeting adjourned at 4:45 PM.

Minutes submitted by Nicole Jenkins Council Secretary

Minutes approved 5/8/18

Council Chair's signature D. J. [Signature]

**Drakes Creek Middle School**  
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**February 13, 2018**

Minutes of Drakes Creek Middle School's SBDM Council's meeting held Tuesday, February 13, 2018, in the library of Drakes Creek Middle School, located at 704 Cypress Wood Way, Bowling Green, Kentucky 42104.

**CALL THE MEETING TO ORDER**

The meeting was called to order at 4:00 PM by Mr. Daryl Woods, principal.

Members present: Daryl Woods, Nicole Jenkins, Kate Livchak, Tammie Hightower, Brittany Hogue, Davy Rupsch

**OPENING BUSINESS:**

The agenda was approved by consensus.

Minutes from November 14, 2017 meeting were approved by consensus.

**BUDGET REPORTS:**

A copy of the budget was distributed, and council members examined the Section 6, Fund 21, and activity fund reports. The Section 6 budget reflects some expenses for special education aides and supplies. At the end of the year, Central Office will distribute the .38 faculty allocation approved by the council, and it will be added to carryover funds. All Fund 21 account balances reflect positive balances. For the activity funds, Mr. Woods expects a remittance to Ralphie's from the PBIS account for the end-of-the-year PBIS reward trip and deposits from basketball and football boosters.

**SCHOOL IMPROVEMENT PLANNING:**

Mr. Woods presented to the council the following items for school improvement planning in order to facilitate students achievement. The council reviewed the Title I parent survey results; this survey is given as part of our federal accountability for Title I funds planning for every year. The data overall indicates a positive school culture. The school is working on improving parent involvement opportunities by offering parent-teacher conferences during the third quarter of this school year and by having an open house for families at the beginning of the 2018-2019 school year.

The second item of improvement planning was the Program Assurance Document, which assures the school is offering equitable educational opportunities in the areas of arts/humanities and practical living/vocational studies. DCMS provides many opportunities for students in these areas through music, PE/health, and practical living classes.

The third item of business for improvement planning was a presentation from Jennifer Madison, DCMS Youth Service Center director, about a grant that she has that provides additional funding for the Youth Service Center. She reported that one significant issue at DCMS is that many of our students are being raised by their grandparents. The top reported issues for students on the survey were bullying, depression,

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and abuse. She anticipates a \$64,000 budget cut for youth service centers across the district due to state funding cuts. The Youth Service Center at Drakes provides many essential services to students and their families, including food, school supplies, and other services. There are required components required for the YSC to maintain this grant funding. The YSC is currently meeting 6 of its 8 planned components.

**POLICY REVIEW:**

Next, the council completed a second reading of the amended Consultation Policy for hiring staff members. As discussed previously, the council no longer can conduct hiring consultation meetings via email or phone. Instead, there must be an in-person meeting. If some members cannot attend, the meeting is conducted with the members who can attend.

**CONSULTATION FOR HIRING:**

The council went into a closed session for consultation on hiring for a social studies position. Nicole Jenkins presented the motion to enter closed session, and the motion was seconded by Davy Rupsch.

The council resumed normal session upon a motion from Tammie Hightower and a second from Nicole Jenkins.

**ONGOING LEARNING**

Mr. Woods discussed with the council Senate Bill 55, which is being introduced to the Kentucky legislature. This bill limits the power of SBDM councils and transfers power to the school board, which gives less voice to parents and the community for policies programs. Mr. Woods urged all members to contact state representatives and ask them to vote "no" to the bill.

**NEW BUSINESS**

The council set the year's meetings for the following dates: July 11, August 15, October 10, November 14, December 12, February 13, April 17, May 8, and June 12. Some of these dates may change due to winter inclement weather.

**NEXT MEETING**

The next regular scheduled meeting will be Tuesday, April 17, 2018 in the DCMS library.

The meeting adjourned at 4:45 PM.

Minutes submitted by Nicole Jenkins Council Secretary

Minutes approved 2-13-18

Council Chair's signature \_\_\_\_\_

**Drakes Creek Middle School**  
**SBDM Council Meeting Minutes**  
**November 14, 2017**

Minutes of Drakes Creek Middle School's SBDM Council's meeting held Tuesday, August 15, 2017, in the principal's office of Drakes Creek Middle School, located at 704 Cypress Wood Way, Bowling Green, Kentucky 42104.

**CALL THE MEETING TO ORDER**

The meeting was called to order at 4:00 PM by Mr. Daryl Woods, principal.

Members present: Daryl Woods, Nicole Jenkins, Kate Livchak, Tammie Hightower, Brittany Hogue, Davy Rupsch

**OPENING BUSINESS:**

The agenda was approved by consensus.

Minutes from October 10, 2017 meeting were approved by consensus.

Mr. Woods shared some good news reports about DCMS activities. Our Forensics team participated in a competition where every student received a medal, and the DCMS Family Fun Night was a successful fundraiser for the PBIS end-of-the-year reward field trip, generating \$2100 for that event. The Book Fair and KYA fundraisers that were held in conjunction with Family Fun Night also demonstrated successful fundraising for their respective activities.

**BUDGET REPORTS:**

A copy of the budget was distributed, and council members examined the Section 6, Fund 21, and activity fund reports. Mr. Woods noted that the budget is not fully updated on these reports because Central Office has not yet approved the revised school budget for this year.

**SCHOOL IMPROVEMENT PLANNING:**

Mr. Woods presented to the council the diagnostic reports prepared for the DCMS Comprehensive School Improvement Plan that will be completed later this year. Annual Review Summary, it was noted that our achievement, gap, and growth scores have all increased this year and are above both district and state averages in every tested area. In the Title I report, he noted that DCMS is a full Title I school now. Our Title I funding serves many purposes for increasing student achievement, including funding positions for a reading coach and math interventionist in an attempt to decrease the number of novice and apprentice students in reading and math. Our Title I funds are also combined with other funds to integrate programs that will increase student achievement. The Needs Assessment showed that 90% of our novice and apprentice students also belong to the non-duplicated gap group, so we are focusing efforts on targeting those students to ensure their achievement. The council also reviewed the reports for equitable access and school safety. The largest barrier for at-risk students was noted as the various barriers that come with



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students in poverty, and we have programs and staff members who work to relieve the burden of those barriers to provide equitable access to high-quality instruction for all students.

**POLICY REVIEW:**

Mr. Woods shared with the council a need to change our SBDM council policy regarding consultation meetings. For the past couple of years, our policy has allowed for consultation meetings for filling open positions to be conducted via email. However, Mr. Woods stated that this policy does not fully correlate with the Kentucky regulations for SBDM councils, which requires a special meeting to be called with a quorum of members present; if the quorum cannot be established, the principal shall conduct the consultation with the council members who can attend. The council voted to amend our policy to reflect the option to have special-called meetings with a quorum of members present in order to fully comply with the Kentucky SBDM regulations.

**CONSULTATION FOR HIRING:**

The council went into a closed session for consultation on hiring for a social studies position. Nicole Jenkins presented the motion to enter closed session, and the motion was seconded by Tammie Hightower.

**NEW BUSINESS**

The council set the year's meetings for the following dates: July 11, August 15, October 10, November 14, December 12, February 13, April 17, May 8, and June 12. Some of these dates may change due to winter inclement weather.

**NEXT MEETING**

The next regular scheduled meeting will be Tuesday, September 12, 2017 in the DCMS library.

The meeting adjourned at 4:45 PM.

Minutes submitted by Nicole Jenkins Council Secretary

Minutes approved 2/13/18

Council Chair's signature [Signature]

**Drakes Creek Middle School**  
**SBDM Council Meeting Minutes**  
**October 10, 2017**

Minutes of Drakes Creek Middle School's SBDM Council's meeting held Tuesday, August 15, 2017, in the conference room of Drakes Creek Middle School, located at 704 Cypress Wood Way, Bowling Green, Kentucky 42104.

**CALL THE MEETING TO ORDER**

The meeting was called to order at 4:00 PM by Mr. Daryl Woods, principal.

Members present: Daryl Woods, Nicole Jenkins, Kate Livchak, Tammie Hightower, Brittany Hogue, Davy Rupsch

**OPENING BUSINESS:**

The agenda was approved by consensus.

Minutes from August 15, 2017 meeting were approved by consensus.

Mr. Woods gave a good news report about our soccer team, who defeated Bowling Green 7-2 to become soccer district champions. DCMS is proud of the coaches and players for their hard work.

**STUDENT ACHIEVEMENT REPORT:**

Mr. Woods distributed copies of recent assessment results for DCMS on the KPREP and STAR assessments. He explained to the council how KPREP scores for achievement, non-duplicated gap, and growth are calculated and what those numbers show about student achievement at DCMS. He specifically pointed out the increased growth in the reading and writing scores, putting DCMS at the top in the district in these areas. Mr. Woods attributes this increase to quality staffing and giving the reading and writing content 2 class periods of instructional time instead of 1 period as in most other middle schools. Math showed an increase in the percentage of proficient and distinguished students, and social studies showed an increase in achievement and proficiency as well. The percentage of novice students has also been reduced.

STAR testing data indicates a high number of students beginning the year with proficiency in reading and math, but there are still about 100 students in each grade level that need some form of intervention. Currently, there are two 7th grade and two 8th grade language arts teachers who teach an intervention class as well as some teachers having a SWAMP intervention class for reading. Math also provides intervention classes, and there are opportunities for math intervention to occur in the regular classroom because of the offerings for advanced math classes, which reduce class sizes for regular math classes and allow more one-on-one instruction.

The council will examine STAR testing data again in December/January to track progress in these areas.

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**October 10, 2017**

**PLANNING:**

Mr. Woods distributed copies of the CSIP Missing Link Diagnostic report which will be used later this year to create the school CSIP. One area for improvement that DCMS will focus on is increasing parental involvement.

**BUDGETS**

A copy of the budget was distributed, and council members examined the Section 6, Fund 21, and activity fund reports. No accounts were in the negative and everything was balanced appropriately.

The council also reexamined our SBDM budget for final certification. Mr. Woods brought two items to the council for approval. Because class sizes in social studies are large and over our allotted cap sizes, Mr. Woods asked to use a portion of an extra allotted teacher position through Section 4 funding to hire a half-day social studies teacher. This teacher would teach one 7th grade and one 8th grade social studies class to relieve class sizes in those areas. The council approved this budget change and agreed to use the additional staff allocation for a part-time, one-year social studies position.

The council also approved the hiring of a reading coach for the spring semester beginning January 2 to teach some reading intervention classes. This would be funded with Section 6 funds. This position would help provide necessary reading intervention to the one hundred students in each grade level who need additional reading instruction.

**UPCOMING DEADLINES:**

Mr. Woods informed the council that our next meeting would include a review of the School Safety Report, the Needs Assessment report, the School Equitable Access Diagnostic report, and the Title 1 Annual Report so this information can be used to create the school CSIP.

**NEXT MEETING**

The next regular scheduled meeting will be Tuesday, November 14, 2017 in the DCMS library.

The meeting adjourned at 4:50 PM.

Minutes submitted by *Nicole Jenkins* Council Secretary

Minutes approved 10-10-17

Council Chair's signature \_\_\_\_\_

**Drakes Creek Middle School**  
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**August 15, 2017**

Minutes of Drakes Creek Middle School's SBDM Council's meeting held Tuesday, August 15, 2017, in the principal's office of Drakes Creek Middle School, located at 704 Cypress Wood Way, Bowling Green, Kentucky 42104.

**CALL THE MEETING TO ORDER**

The meeting was called to order at 4:00 PM by Mr. Daryl Woods, principal.

Members present: Daryl Woods, Nicole Jenkins, Kate Livchak, Davy Rupsch, Brittany Hogue

**OPENING BUSINESS:**

The agenda was approved by consensus.

Minutes from July 11, 2017 meeting were approved by consensus.

**POLICY AND BY-LAWS REVIEW**

The first item of business was to review the Drakes Creek Middle School Emergency Response Plan. Mr. Woods distributed copies to council members and discussed the plan for ensuring students' safety during emergency situations.

**PLANNING:**

Mr. Woods addressed a council email consultation for hire for an 8th grade math position at DCMS. Ms. Caitlin Dunbar was selected to fill this open position.

**BUDGETS**

A copy of the budget was distributed, and council members examined the Section 6, Fund 21, and activity fund reports. Mr. Woods noted that the Section 6 budget report was incorrect because MUNIS had not updated for the budget for the new year. The year-to-date expenditures was the only correct information on the report. The September report will be correct once Central Office approves all SBDM budgets. The only July expense was for library books. The Fund 21 report was correct. The Activity Fund report showed a transfer from the General Fund to prevent an account from being negative. The Cheer Team had expenditures for camp fees and uniforms that will be remediated after September when fees from the cheerleaders have been collected. There was also a purchase for the softball team for supplies but that money has already been returned through money the team has collected from gate ticket sales.

**NEW BUSINESS**

The council set the year's meetings for the following dates: July 11, August 15, October 10, November 14, December 12, February 13, April 17, May 8, and June 12. Some of these dates may change due to winter inclement weather.

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**SBDM Council Meeting Minutes**  
**August 15, 2017**

**NEXT MEETING**

The next regular scheduled meeting will be Tuesday, October 10, 2017 in the DCMS library.

The meeting adjourned at 4:16 PM.

Minutes submitted by Nicole Jenkins Council Secretary

Minutes approved Aug. 15, 2017

Council Chair's signature \_\_\_\_\_