

Butler County Middle School
SBDM Called Meeting Minutes
May 14 , 2018
3:15 p.m. in BCMS Conference Room

The Butler County Middle School SBDM council met on May 14,, 2018. The following SBDM members were present: Jon Hunt, Thomas Harper, John Embry, Kim Grubb, Leslie Wood and Principal Tim Freeman led the meeting.

- **Meeting was called to order at 3:15 PM**
- **Approval of Agenda:** Mr. Freeman asked for approval for the agenda and under the items of communication Mrs. Wood added a review of the Field Trip policy to help clarify students who were ineligible to attend. Mr. Harper made the motion to approve and it was seconded by Mr. Embry. Consensus was met.
- **Approval of Minutes:** Mr. Freeman asked for approval for the April SBDM minutes that was sent to the council. Mrs. Wood made the motion to approve and it was seconded by Mr. Hunt. Consensus was met.
- **Approval of the budget:** Mr. Freeman covered the school ledger budget and the SBDM budget. Mr. Hunt made the motion to approve and it was seconded by Mrs. Wood. Consensus was met.
- **Approval of School Attendance Policy:** Mr. Freeman discussed with the council about chronic absenteeism and the effects it will have for the accountability for next year's school report card. Mr. Freeman met with other building principal's and central office staff to create a consistent attendance policy. Mr. Freeman asked for approval for the following changes to attendance policy for the 2018-2019 school year.
 - : 10 Dr notes per year (Beyond 10 would require a district Medical Form)
 - : 6 parent notes for the year
 - : 3 days for liceMr. Harper made the motion to approve the attendance policy to be consistent with the district. It was seconded by Mrs. Grubb. Consensus was met.
- **Approval to raise cap size for 6th grade for the 2018-2019 school year:** As precaution Mr. Freeman asked the council to approve to raise classroom cap size for the 6th grade to a ratio of 1 teacher to 30 students. Projected enrollment for the 6th grade looks to be close to 40 students more than the current class size. Mr. Hunt made the motion to approve and it was seconded by Mrs. Wood. Consensus was met.
- **Approval to purchase 30 Chair/Desk for the 2018-2019 school year:** Mr. Freeman asked the council to approve the purchase of 30 chair desk combo. Mr. Freeman stated that purchasing the items now would save the SBDM almost \$2,000.00. The quote for 34 chair/desk is \$5286.00. Mr. Embry made the motion to approve and it was seconded by Mrs. Grubb.
- **Approval for the Beta Field Trip to the Cincinnati Museum in Summer of 2018:** Mr. Harper gave details of the field trip and explained that Beta would pay the full expense. Mr. Hunt made the motion to approve and it was seconded by Mrs. Wood. Consensus was met.

- **Approval to renew Flocabulary for the 2018-2019 school year:** Mr. Freeman stated to the council that he sent an email asking teachers about how often Flocabulary was used. Mr. Freeman stated that he only received 8 responses and it was difficult to gauge how often Flocabulary was used. The cost for the renewal would cost SBDM \$2,000.00. The council agreed to survey and poll the staff to get more detailed data before approving the renewal. This item will be tabled until the June SBDM.
- **Approval of the 2018-2019 SBDM Allocation Budget:** Mr. Freeman explained the budget and gave and presented the itemized budget. Allocation budget is close to \$4,000.00 less than the 2017-2018 budget. Mr. Hunt made the motion to approve and it was seconded by Mr. Harper. Consensus was met.
- **Approval to amend Faculty Handbook:** Mr. Freeman requested to amend the faculty handbook about notifying for faculty absences. Mr. Freeman explained to the council that teachers put in for AESOP absences, but there are times where positions do not get filled. Mr. Freeman request that faculty notify Mr. Donaldson or Mr. Freeman directly when they put into AESOP so that they can keep an eye on vacancies to make sure positions are covered. Mrs. Grubb made the motion to approve and it was seconded by Mr. Embry. Consensus was met.
- **Approval of Social Media Policy 1st draft:** Mr. Freeman presented to the council a Social Media policy for revisions and approval. Mr. Harper made the motion to approve the policy with the revisions documented on the draft. It was seconded by Mr. Hunt. Consensus was met.
- **Approval for Dress Code policy matrix 1st draft:** Mr. Freeman presented to the council the dress code matrix for administration to follow for repeat dress code violators. Mr. Harper made the motion to approve and it was seconded by Mr. Hunt. Consensus was met.

Communication

- **2018-2019 Master Schedule/Staffing Allocation:** Mr. Freeman discussed the progress with 2018-2019 master schedule. Mr. Freeman discussed planning for teachers and class time length. Mr. Freeman told the council that they are building a schedule that would have one less certified staff member than the 2017-2018 school year.
- **2018 8th Grade Recognition:** May 30th at 1:15 PM in the BCMS gym.
- **2018 6th-7th Grade Academic Awards:** Award presentations for the 6th grade will be on May 30th for 6th grade at 8:00 AM and the 7th grade will be at 9AM.
- **2018-2019 SBDM Parent Election:** Melissa Renfrow and Kim Grubb were elected as parent members for the SBDM council. Mr. Freeman will notify them and give details for training.
- **2018-2019 Staff Election:** May 16th at 3:15 in the BCMS library.
- **Field Trip Policy Review:** Mrs. Wood recieved questions from staff about who is responsible for presenting ineligible list of students and when are students to be notified. Mr. Freeman stated that he would clarify current policy to the staff to improve communication for the next school year.
- **Adjourn:** Mr. Hunt made the motion to adjourn and it was seconded by Mrs. Grubb. Consensus was met and the meeting was adjourned at 3:55 PM.