

**Beechwood High School**  
**SBDM Council**  
**Meeting Minutes**  
**July 18th, 2023**  
**5:00 pm - Hemmer Conference Room**

- Call to Order
  - Beechwood High School's SBDM Council meeting was called to order at 5:23 on Tuesday, July 18, 2023 by Alan Yanke. The following quorum was present for the meeting: Michael Brinkman, Lisa Sletto, Beth Pabst, Stephanie Phelps, Aracely Norvell, Alan Yanke, Sandeep Reddy. Student representative, Abby Smith, and SBDM secretary, Jana Bromley, were also present.
- Pledge to the Flag
- Approval of the Agenda
  - Motion to approve: Lisa Sletto. Seconded by: Sandeep Reddy . Approved by consensus.
- Approval of the Minutes
  - June SBDM Minutes
    - Motion to approve: Lisa Sletto. Second: Michael Brinkman. Approved by consensus.
  - Special Meeting Minutes
    - Motion to approve: Sandeep Reddy. Second: Lisa Sletto. Approved by consensus.
- Audience of Citizens
  - There was no audience of citizens at this meeting.
- Good News Report
  - Summer School/Summer Session: Mr. Brown and Mr. Murphy ran summer school and all students who attended completed their coursework.
  - Teacher summer PD/work: Mr. Fryer attended the AP summer institute along with a few other Beechwood teachers. Two BHS teachers also attended the ISTE conference. Ms. Sletto went to an online culinary institute. Two teachers will attend KACTE this week.
  - Cabinet Retreat: successful planning and team building took place.
- Old Business
  - Welcome to Abby Smith, SBDM Student Representative
- New Business
  - Vice Chair: Lisa Sletto volunteered to fill this role.
    - Motion to approve: Michael Brinkman. Second: Beth Pabst. Approved by consensus.
  - Discussion of proposed stipends.
  - MS Forensics head coach stipend - 2500
    - Motion to approve: Michael Brinkman Second: Beth Pabst. Approved by consensus.
  - MS Forensics asst. coach stipend - 750
    - Motion to approve: Sandeep Reddy: Second: Stephanie Phelps. Approved by consensus.
  - AD Stipends for Middle School Sports - 1500 (X2)
    - Motion to approve: Sandeep Reddy. Second: Michael Brinkman. Approved by consensus.
  - New - Marching Band stipend - 3000
    - Motion to approve: Sandeep Reddy. Seconded by: Beth Pabst. Approved by consensus.
  - Establishment of 2023-2024 SBDM meeting dates

- Historically, SBDM has met on the first Wednesday of the month, making the first meeting on August 2nd, at 4 PM. We will need to adjust the October and April meeting due to school breaks, and in those months we will meet one week later.
    - Motion to continue these meeting dates: Lisa Sletto. Second: Aracely Norvell. Approved by consensus.
- Annual paperwork
  - Explanation of the items listed below, and the proof of receipt.
    - 158.183
    - 158.195
    - Open Records Act
    - Managing Gov Records
  - Mr. Yanke signed certificate of distribution
  - Council members signed the email contact agreement: “permission to be notified by email”.
  - Secretary - Ms. Bromley
    - Motion to approve Ms. Bromley as SBDM secretary: Lisa Sletto. Second: Beth Pabst. Approved by consensus.
- Student Parent Handbook (including Code of Conduct) :
  - Very few changes were made to the handbook. Members were given the opportunity to review it. Motion to approve: Beth Pabst Second: Michael Brinkman. Approved by consensus. The handbook will now be submitted to the board for approval.
- Athletic Handbook
  - Members were given the opportunity to review the handbook.
  - Motion to approve: Sandeep Reddy. Second: Aracely Norvell. Approved by consensus. The handbook will now be submitted to the board for approval.
- Coaches’ Handbook
  - Members were given the opportunity to review the handbook. Changes to the district tournament schedule were reviewed.
  - Motion to approve: Aracely Norvell. Second: Beth Pabst. Approved by consensus. The handbook will now be submitted to the board for approval.
- Updated Emergency Action Plan requirements and Beechwood’s EAP were explained by Mr. Yanke
- Student-Athlete Handbook
  - Members were given the opportunity to review the handbook.
  - Motion to approve: Beth Pabst. Seconded by: Aracely Norvell. Approved by consensus. The handbook will now be submitted to the board for approval.
- The teacher PD plan was shared with members. There was discussion and clarification of hours.
  - Motion to approve: Aracely Norvell. Second: Stephanie Phelps. Approved by consensus.
- Motion to go to into closed session for the purpose of hiring consultation and safety crisis plan review under KRS 61.810(1): Lisa Sletto, seconded by Aracely Norvell. Approved by consensus. SBDM went into Closed Session at 6:22 PM.
  - Student representative did not attend the closed session.

- Motion to return to open session by Lisa Sletto, second: Sandeep Reddy. Approved by consensus. Council returned to open session at 6:44 PM.
- Hiring consultation was conducted on English, art, special education, special education instructional assistant positions. Mr. Yanke will submit recommendations for hiring when posting windows are complete.
- Safety Handbook approval
  - Motion to approve: Michael Brinkman. Second: Stephanie Phelps. Approved by consensus.
- Budget Report was presented by Mr. Yanke.
  - The SBDM Budget was reviewed.
  - The Activities Budget was reviewed.
- Principal's Report
  - AP scores were reviewed. Several areas are to be celebrated, and a few areas for improvement were identified.
  - Goals for this year
    - SBDM
      - Bylaws will be reviewed.
      - Policies will be presented throughout the year for review and revisions.
    - District Strategic Plan Year 3 of 3
      - Cohorts (Personalized Learning/Community Engagement, Leadership, Culture/Wellness)
    - Schoolwide Focus Areas - Cohort Work (Culture/Wellness focus), AP/ACT Scores + EDGE program
    - Department Goals will be discussed and set at the Aug 9 Leadership retreat.
  - Master Schedule was reviewed.
    - School Day & Week Schedule Policy: no changes
    - Instructional and Non-Instructional Staff Time Policy: no changes
    - School Space Policy - Room Updates for 23-24: no major shifts.
  - Eventlink Reminder: events viewable using this website, and can be filtered as needed.
  - Calendar
    - LINK TO 23-24 Calendar shared.
    - 7/18 - SBDM
    - 7/26 - HS Admin Retreat KASA Conference Louisville
    - 8/1 - Community Night (6 pm )
    - 8/1 - 8/3 - College Application Camp
    - 8/3 - New Staff Orientation
    - 8/8 - BHS New Student (1 pm) & 7th Grade Orientations (6 pm)
    - 8/9 and 8/10 - Elementary Open House Nights
    - 8/11 - Opening Day
    - 8/14 - PD Day
    - 8/15 - First Day with Students
    - 8/17 - Internship Parent Meeting (7pm)
    - 8/28 Joint Session with the Board (6 pm): Beechwood cafeteria
    - 8/29 - BHS Open House (6 pm)
    - 8/30 - 6<sup>th</sup> Grade Open House (6pm)

- 9/4 - Labor Day
- 10/2-10/6 - FALL BREAK
- 10/20 - Homecoming
- Motion to adjourn: Lisa Sletto, second by Beth Pabst. Meeting adjourned at 7:00 PM.
- Submitted by Jana Bromley, SBDM Secretary