



# SIMONS MIDDLE SCHOOL

“Home of the Cougars”

242 W. Water Street

Flemingsburg, KY 41041



## Simons Middle School SBDM Agenda

July 19, 2021– 3:45 PM

Zoom Meeting Link

Whitney Wilson  
Principal

Jordan Fritz  
Assistant Principal

Kim Perkins  
Guidance Counselor

Pauletta Lawson  
Admin. Asst./Treasurer

Misty Gardner  
Attendance Clerk

Mendy High  
FRYSC Coordinator

SBDM Members  
Chelsae Bohl  
Heather Dowdy  
Mara Earlywine  
Amanda Highfield  
A.J. Mullholland  
Whitney Wilson

### 1. Call to Order / Welcome Guests

The meeting was called to order at 3:51 pm.

Members present in person were: Whitney Wilson, Chelsae Bohl, Mara Earlywine, and AJ Mullholland. Members present via zoom were: Amanda Highfield and Heather Dowdy.

There are several items on our agenda that are proposed items that will not be approved until council does so today or in the future.

Wilson shared that, typically, we approve items via consensus unless there is a “hot button” issue.

\*All items on today’s agenda are hyperlinked in today’s agenda

### 2. Approval of Agenda – **Action**

Members did not have questions about today’s agenda. The agenda was approved by consensus.

### 3. Statement of Ethics Review - **Action**

Members reviewed the statement of ethics and signed.

### 4. Selection of Recorder for 2021-2022 Council - **Action**

Members nominated Chelsae Bohl as recorder. Approved by consensus.

### 5. Selection of Vice Chairperson for 2020-2021 Council - **Action**

Members nominated AJ Mullholland as vice chairperson. Approved by Consensus.

### 6. Email Notification Letter for Council Members \*- **Action**

Email notification letter was explained. This allows SBDM documents to be sent via email so they can be reviewed. Members signed forms and returned to Wilson. Parent members will receive a school based email to utilize for the purpose of confidentiality.

### 7. Required documents for law-abiding bodies - **Information**

a. Your Duty Under the Law: A copy was distributed to members. Those present via zoom will have packets awaiting them in the office for when they are able to obtain those.

b. Managing Government Records: A copy was distributed to members. Those present via zoom will have packets awaiting them in the office for when they are able to obtain those.

Main Office (606) 845-9331 Fax (606) 849-2309

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- c. 158.186 Copies of Law: A copy was distributed to members. Those present via zoom will have packets awaiting them in the office for when they are able to obtain those.
- d. 158.183 Student Rights: A copy was distributed to members. Those present via zoom will have packets awaiting them in the office for when they are able to obtain those.
- e. 158.195 National Motto: A copy was distributed to members. Those present via zoom will have packets awaiting them in the office for when they are able to obtain those.
- f. Kentucky Open Meeting Law and Open Records Law: A copy was distributed to members. Those present via zoom will have packets awaiting them in the office for when they are able to obtain those.
- g. Proof of Receipt \* Proof of receipt was given to all members. The older form and the updated form were provided, signed, and returned to Wilson. Members present via zoom will sign their papers when they return to the school.

## 8. Council Information - **Information**

- a. Bylaws (Review): A copy of the bylaws was distributed to members. Bylaws were reviewed. A copy of minutes and all information is kept in the office as well as in the library. All agendas are available online to members.
- b. Policies: Policies are up to date on the SBDM website and are posted live.
- c. CSIP:2020-2021 document is posted on the school webpage and in agenda. A new CSIP will be created as data comes in.
- d. Current Instructional Budgets: The proposed budget was discussed. It is included/ linked in the agenda.
- e. Current Activity Budgets The proposed budget was discussed. It is included/ linked in the agenda
- f. Most Recent Assessment Scores: As of now, we do not have any data received from the state in terms of KPREP data. MAP assessment scores are perceived to be accurate, but we need further data to analyze.

## 9. Set 2021-2022 Regular Meeting Dates and Times – **Action**

Members reviewed a proposed meeting date list. Dates and Times are discussed. Members agreed that meeting on the 3rd monday of the month was an appropriate day to meet each month. Parent members, Mara and Heather, shared that the proposed time would not work for them. Parent Members proposed 4:15 due to work constraints. Members approved these changes to the meeting times. We will meet the 3rd Monday of each month at 4:15 pm.

## 10. Approval of Meeting Minutes – **Action**

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- a. May 17, 2021: There were no questions about these minutes. Members approved by consensus.

## 11. Approval of Financial Reports – **Action**

### a. School Activity Funds

- i. May 2021: report was discussed.
- ii. June 2021 report was discussed. Right now, our current statement is showing a negative balance. However, GEARUP is reimbursing us \$500 for 8th grade party decorations. The Joe Allen Simons Award plaques also come out of this fund. Members did not have questions and approved by consensus.

### b. School Instructional Funds

- i. April 2021 report was discussed.
- ii. May 2021 report was discussed.
- iii. June 2021 report was discussed. This report was just sent out today. Our instructional funds come from the Central Office. All of our bills and purchase orders are included in this total, but have not been spent. This also includes copy machine usage. We have purchased grade cam, remind, etc in May. Our June balance is around \$7,000 that we did not spend. Members did not have questions and approved by consensus.

## 12. Use of School Space - **Action**

Moves of space have been discussed. The “sick room” will remain, but could change depending on the guidance from KDE. If guidance changes, the room may be utilized as gearup. Mr. King will be teaching 8th grade, but will remain in his room due to the aquaponics system and fish. Ms. Jett will be our practical living teacher in room 201. Mrs. Thompson will be in room 206 as our impact coach. Mrs. Hamm will be in room 301 as the 7th grade science teacher. Mrs. Thayer will be teaching 8th grade math. Mr. Mullholland will be the stage room upstairs. Ms Hughes will be in our library.

Members did not have questions about use of school space and approved by consensus.

## 13. 2021-2022 Bell Schedule - **Action**

Proposed bell schedule was discussed. This year, we will have 8 periods. They will receive approximately 420 minutes of instruction per day. On Fridays, students will receive an extra 5 minutes of break. Approved by consensus.

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## 14. 2021-2022 Instructional Budget - **Action**

Proposed budget discussed. Some money is kept in the principal account just in case of a large technological issue at the end of the year. We are in hopes that if extra funds are available next year, we will purchase additional chromebook carts. Approved by consensus.

## 15. 2021-2022 Committees - **Action**

At the end of last school year, we had teachers complete a survey to match up to committees. Leadership team members typically head up these committees. Committees were approved by consensus.

## 16. 2021-2022 Dress Code - **Action**

Proposed dress code was discussed. Our proposed school dress code reflects the board policy with a few addendums (harmful materials, hats, pajamas, etc). Members discussed that the prior dresscode was very subjective and “called out” females. Wilson shared that she is not asking teachers to police dress code this year. Any garments called into question should be sent to Wilson and she will make the final decisions. Members did not have questions about the dress code and it was approved by consensus.

## 17. 2021-2022 Student Handbook - **Information**

Student handbook discussed. This document does not need to be approved by the council. The approved dress code will be in the new student handbook. We will provide students with copies. It is live on the website. The school calendar piece will need to be updated. Amendments to a teaching assignment will need to be made as well.

## 18. Promotion and Retention Requirements - **Action**

Requirements discussed. This has been in the handbook prior, but has not been spelled out in an actual policy. Last year this was an issue because we had students on our retention list due to virtual assignments. To provide protection for ourselves, this should be in policy. This is our first reading. Council approved as a first reading by consensus.

## 19. COVID Intervention Policy - **Action**

This policy was put into place last year to help determine who needed to be placed in reading and math impact intervention. This policy will expire in June of 2022. Members did not have questions and approved by consensus.

## 20. 2021-2022 Simons Middle School Emergency Plan DRAFT- **Action**

The plan is proposed. Staffing and staff phone numbers will need to be updated. Updates can be made in regards to names at a later time. After the meeting, access will be changed. Emergency management has already completed a walk-through of our building. We will have a safety audit in August and an update amongst the staff on August 4th. Members did not have questions and approved as a draft by consensus.

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## 21. Curriculum and Instruction Update – *Information*

- a. Retention Update- **discussed prior in the agenda.**
- b. COVID Update- **there is no new guidance as of now outside of the release that masks are not required. this could be changed.**
- c. Orientation- **orientation is set for August 3rd. This has not been released as of yet due to COVID regulations.**
- d. Professional Development- **This is being planned. Aug 3rd and 4th will be school based. August 6th will be district based. There will also be learning on opening day as well.**

## 22. Committee Updates – *Information*

- a. Cougar Council
- b. Admin Meetings
- c. Leadership Team

**No updates.**

23. Open Chair **Still seeking a SPED Teacher. We are hoping to interview this week.**
24. Other **Members did not have any questions.**
25. Next Meeting Date: **Aug 16, 4:15**
26. Adjourn

**Meeting was adjourned at 4:39 pm.**

**\*Items must be signed and returned to Simons Middle School**