



PEMBROKE ELEMENTARY SCHOOL
PEMBROKE, KENTUCKY

MINUTES OF SBDM COUNCIL MEETING
Monday July 31, 2023

The Pembroke Elementary School Council met at Pembroke Elementary at 3:03 p.m. The meeting was called to order by Chairman, Dana Gary.

COUNCIL MEMBERS PRESENT

Dana Gary, Chairman
Jami Gagnon
Jaclyn Guier
Andrew Stahl
Cody Stewart
Veronica Russell

COUNCIL MEMBERS ABSENT

OTHERS PRESENT

Actions/Items

1. Opening Business

- i. Call meeting to order - Ms. Gary called the meeting to order.
- ii. Approval of Agenda- Agenda was approved by Mrs. Guier and a second was made by Mr. Stewart.
- iii. Approval of [June Minutes](#) - Ms. Russell made the motion to approve the June minutes and a second was made by Mrs. Guier.
- iv. Public Comments - No Public Comment
- v. Good News Report
 1. Open House
 2. Start of School - Aug. 9

2. Meeting [Dates](#) for the 2023-24 school year - Ms. Gary reviewed the meeting dates for the 2023-2024 school year.

3. Election of Co-Chair - A motion was made by Mr. Stahl and a second was made by Mr. Stewart to elect Mrs. Guier as co-chair.

4. Policies

- i. Review [ByLaws](#) - Members reviewed the by-laws. A motion was made by Mr. Stewart to accept the by-laws, a second was made by Ms. Russell.

5. Principal Report

- i. Master [schedule](#) for 2022-23 [Master Bell Schedule](#) - Ms. Gary explained the Master schedule for the year.

- ii. PD [plan](#) from 2023-24 - Ms. Gary explained the PD plan for teachers this coming school year.
 - iii. Review of SBDM documents for 2023-24
 - 1. Kentucky Open Records and Open Meeting Act -
 - 2. KRS 158.195 and KRS 158.183 - Ms. Gary went over these acts.
 - 3. Managing Government Records -
6. Update on Personnel
- i. Positions hired since last meeting
 - 1. Grant Funds
 - a. Additional Instructional Assistants
 - i. Brooke Arvin
 - ii. Amy Northrup
 - b. Tutors
 - i. Brought all back except 1 will post for it soon
 - 2. Art Teacher- Allie Duncan
 - 3. 2nd Grade- Victoria Creamer
 - 4. 6th Grade - Paige Liston
 - 5. Pre K- Lacy Eulett
 - 6. Title I additional Instructional Assistant- Chynna McCombs
 - ii. Positions to be hired
 - 1. Special Education
 - 2. 2 Full Time Subs
7. Next Regular Meeting, Monday, Aug. 28, 2023 @ 4:00 TBD and remind of training dates [23-24 SBDM Training Link](#)

Choose the training date below for Experienced SBDM Members.

- July 31 4:30-7:30 PM Bluegrass Learning Academy Campus
- August 1 4:30-7:30 PM Bluegrass Learning Academy Campus
- August 28 4:30 - 7:30 PM Bluegrass Learning Academy Campus
- August 29 4:30 - 7:30 PM Bluegrass Learning Academy Campus

Choose the training dates below for New SBDM Members.

- July 31 & Aug 1 4:30 - 7:30 PM CCPS Board Room
- August 28 & 29 4:30 - 7:30 PM CCPS Board Room

Adjournment

There being no further business, the meeting was adjourned at 3:46 p.m. upon a motion by Ms. Russell with a second by Mr. Stahl. The motion was approved by consensus.

