



PEMBROKE ELEMENTARY SCHOOL
PEMBROKE, KENTUCKY

MINUTES OF SBDM COUNCIL MEETING
Monday September 25, 2023

The Pembroke Elementary School Council met at Pembroke Elementary at 4:03 p.m. The meeting was called to order by Chairman, Dana Gary.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

Cody Stewart

OTHERS PRESENT

Jennifer Jatzcak

Actions/Items

I. Opening Business

- a. Call meeting to order Ms. Gary called the meeting to order.
- b. Approval of Agenda - A motion was made to approve the agenda by Mr. Stahl and second by Ms. Gagnon.
- c. Approval of [Aug. Minutes](#) - A motion to accept the minutes was made by Ms. Guier and second by Ms. Gagnon.
- d. Public Comments - No public comments were made.
- e. Good News Report-
 - i. 5th grade Pow Wow - Annual event that fifth grade gets to attend. Pictures were included on the website.
 - ii. Grandparent's Lunch - Was split up between three days.
 - iii. High Attendance Day Sept. 13th - The district was 94% and we were at 93%.
 - iv. Constitution Day Sept. 18th - There is a plan for each grade level to teach the constitution.
 - v. Family Night - Fun activities were planned around science, social studies and writing.

- vi. Positive Office Referrals – K-2 and 3-6 alternate weekly. Students are called up to the front, they receive a treat and a phone call home.
- vii. Employees of the Month – An intermediate, primary and classified are chosen monthly.

2. Achievement Data-

- a. [MAP data](#) with [Calculator](#) – All grade levels took the MAP assessment at the beginning of the year. Ms. Gary discussed the MAP scores in reading and math and mean for each grade level. Ms. Gary showed the committee the calculator that is used to determine the overall school score.

3. Budget- I'll have paper copies

- a. SBDM – 60,507.73 is the total revenue in the SBDM budget. A motion was made to accept the budget by Mr. Stahl and second by Ms. Russell.

4. Policies

- a. Title I Jennifer Jatzak – discussed the Title I documents. The committee members signed off at the end of the presentation.
 - i. Parent Involvement Policy
 - ii. Tentative Ranking Report
 - iii. Parent Involvement
 - 1. School Parent Compact
 - 2. Parent Engagement Policy
 - 3. Tentative Parent/Family Involvement Events Calendar
 - 4. Family Engagement Annual Survey & Cumulative Evaluation
 - iv. SBDM Reports
 - 1. Parent Engagement Checklist
 - 2. Part A Monitoring Form

5. Principal Report –

- a. Instructional Review Sept. 20th – Ms. Gary went over the instructional review that was completed by the CCPS.
- b. School Report Card Data Entry – Ms. Gary went through the school report card. Ms. Gary said she will correct the number of professional development hours for a foreign language from -1 to 0.
- c. Update on personnel
 - i. Hired
 - 1. Special Education Para- Welcome Maria Burgos
 - 2. Tutors from WK Grant- Tammy Garr all tutors have started
 - 3. Safe Room Monitor- Welcome to Ann-Marie Wright

4. Additional Instructional Assistant added after due to Sept. 15th rectification-
Welcome to Brianna McNeil

- ii. Still Need

1. Full Time Sub still need 2
2. PreK teacher

6. Next Regular Meeting, Monday, Oct 23, 2023 @ 4:00

Adjournment

There being no further business, the meeting was adjourned at 4:58 p.m. upon a motion by Ms. Russell with a second by Mrs. Guier. The motion was approved by consensus.

Dana Gary, Chairman

Jaclyn Guier, secretary