

STATON ELEMENTARY SCHOOL

School Organizational Team Minutes

February 21, 2017

4:00pm

The Staton Elementary School Organizational Team (Team) meeting was called to order at 4:00pm on February 21, 2017. The meeting was held at the Staton ES Library.

Members present:

- Dr. Lombard, Principal
- Patti Haire, Kindergarten Teacher
- Robert Hollowood, Science Teacher
- Carrie Kern, 1st grade Teacher
- Teri Mann, GATE Teacher
- Dawn Mae, Specialized Teaching Assistant
- Kristy Froehlich, Parent
- Nicole Hamilton, Parent
- Kristina Havill, Parent
- Leigh-Anne Mateyka, Parent
- Gina Retke, Parent
- Carrie Robine, Parent
- Julie Hosea, Office Manager
- Christina Fitch, Assistant Principal

Members Absent:

- Michael Harger, Site Based Technician

The minutes from the meeting dated February 15, 2017 were presented and approved as presented.

New Agenda Items

- SCHOOL PERFORMANCE PLAN, DISCUSS AND VOTE
 - Performance Plan discussion notes
 - An improvement goal of 5-6% points is reasonable to meet per CCSD.
 - This is the first year Kindergarten has had common prep time.
 - Students that are currently in 1st grade can be retained (held back) if not proficient by 3rd grade per SB391.
 - Before and after school tutoring is done by support staff if it is computer based tutoring or teaching staff if a more hands on session is needed. ELL is provided by district Title 3 funding.
 - The computer refurbishment involved all classroom and teacher computers but not the computers in the great rooms.

- Budget discussion notes pertaining to remaining Public Education Balance of \$83,570
 - Kristy Froehlich discussed a potential anonymous donor that was more interested in technology than funding a math program. The question was asked as to whether we could purchase one book per grade level and copy the required materials or put them up on the ELMO. This would cause copyright issues with the publisher of the math series.
 - The two series Staton is looking into is Envision and Everyday math. It is a onetime purchase and includes consumables. The lower grades will be using consumables and 2nd grade on will have hard text books.
 - The SOT discussed ways to minimize the cost of the series but decided that more information is needed. On March 7th there will be a presentation to Staton regarding the math series.
 - The budget salaries are based on our projected student enrollment and reduction in staffing due to fewer students. Even with fewer projected students, 4th and 5th grade is expected to have class sizes at 33.5 students per class.
 - If we don't vote to spend the PTO funds on the technology teacher, the position goes away and we absorb the staff member.
 - We are projected to lose 6 teaching position due to our headcount being projected at 728 in the fall. There are 2 teachers retiring. With the new school opening, we won't be sure of our teacher headcount until after all voluntary transfers are completed.
 - We have a balance of \$3,000 from our utility rebate. This year CCSD kept all of the schools rebates. We don't know if we will get it next year.
 - Teri Mann spoke about teaching 4th graders in a class of 36 students not being ideal. It is difficult to have hands on teaching approach. If we start the year with 33 kids in a class we can expect to go higher during the school year. She urges us to consider class size reduction for 4th and 5th grade. Patti Haire seconded Teri Mann's statements. At large class sizes it becomes more about corralling students versus instruction. Robert Hollowood noted that it is easier to budget for a teacher in the strategic budget than it is to try and get a new teacher mid-year.
 - The question was asked whether there will be waivers for kids zoned for the new school that want to finish out elementary here at Staton. In the past, if a student is here for over 3 years a variance has been given. Zone variances are not considered in the projections for 2017-2018.
 - Gina Retke noted that there is agreement between parents and teachers on the subject of budgeting a teacher to reduce class size in 4th and 5th grade. We still have potential donors and avenues to raise money for other costs. We need to hire a new teacher.
 - Class size limits are K-23, 1st-20, 2nd-20, 3rd-23, 4th and 5th 33.5.
 - Public Comment – Shannan Ohlson, parent said that she wants the money raised to go for the greater good and agrees with the budgeting of an additional 4th or 5th grade teacher.
 - ***Gina Retke made a motion to vote to add a 4th or 5th grade teacher at a cost of \$82,500. The motion was seconded. Motion passed unanimously.***

- Professional Planning Days Budget of \$15,040 (discussion notes)
 - o The proposed budget amount is to provide substitute coverage for professional planning days which aligns to goal 1 & 2 of the SPP. Professional planning allows teachers to do long term planning as well as grade level planning.
 - o Mr. Hollowood raised the possibility of a stipend to teachers to come back a day early from summer vacation. This would allow the teachers a full day of planning.
 - o **Gina Retke made a motion to vote to approve \$15,040 for professional planning. The motion was seconded. Motion passed unanimously.**
- Discussion of \$11,990 for school wide programs and technology licenses to be allocated from Public Education Fund
 - o The budgeted amount goes to technology to support action steps presented in the SPP.
 - o We will continue to look into possible donations for technology
 - o Gina Retke will ask Windsong about an additional donation to Staton possibly for a technology teacher.
 - o **Gina Retke made a motion to vote to approve \$11,990 for school wide programs and technology licenses. The motion was seconded. Motion passed unanimously.**
- Discussion of \$44,440 for CTT's (certified tutors) to be allocated from the Public Education Fund
 - o CTT's must have 62 college credits and be substitute certified. Five of our CTTs have a teaching degree or are in the process of getting one. The Reading Strategist works with and assists the CTTs. The CTT can work a maximum of 650 hours per year. We currently have 9 CTTs working a staggered schedule of 3 days per week and 6 hours per day.
 - o 173 students are receiving services from the CTTs. Tier 2 students must receive 30 additional minutes of instruction per day and Tier 3 students must receive 45 additional minutes.
 - o RTI (response to intervention) data is showing improvement in students working with CTTs.
 - o Question: What if we don't use CTT's? Teachers will have to give these students the required additional instruction on top of their regular class instruction. Parent volunteers have not been successful in the past because the kids that are receiving services need regularly scheduled and consistent instruction. When we had aides, they worked with the Tier2 and Tier 3 kids.
 - o The CTTs also cover the teacher duty which frees the teachers up to have additional prep time.
 - o Patti Haire stated that she valued CTTs more than sub day coverage for professional planning days.
 - o **Carrie Robine made a motion to table further discussion and vote on the CTTs until the next meeting. Motion was seconded. 9 were in favor and two opposed. Item is tabled to the next meeting.**
 - o **Carrie Robine made a motion to vote to approve the SPP (School Performance Plan) less the CTTs (tabled). Motion was seconded. Motion passed unanimously.**

General Discussion

- FUTURE AGENDAS
 - Discuss and vote on CTTs
 - Training on Climate and Culture
 - SOT structure
 - Align SOT committees with SPP
 - The next meeting will not be a voting meeting.

Public Comment

Caryne Shea from H.O.P.E. acknowledged the difficult choices SOT's in CCSD are encountering when approving the SPP and strategic budget. She encourages us to get our voices heard at the legislative level. H.O.P.E is having a meeting on Thursday 23rd if anyone is interested in attending.

Information

Next meeting: Staton ES – Library 3/1/2017 4:00 – 6:00pm

The meeting was adjourned at 6:20pm