

SCHOOL ORGANIZATIONAL TEAM MEETING MINUTES

Jan Jones Blackhurst Elementary School

Thursday, February 16, 2017 | 4:30pm-5:45pm | Reedom ES Library

In Attendance

Carmie Berands - Member	Jason Lillebo – Vice Chair
Janet Burkland – Chair	Carey Rogers - Member
Janifer Fitzgerald - Member	Laura Torchia – Member/Minutes
Sue Hodsdon - Member	Shari White – Member

Jennifer Boccia – Principal

2.0 New Items

- 2.1 FUNCTION OF SCHOOL ORGANIZATIONAL TEAM: Oversee budgeting as well as develop norms for the School Organizational Team (SOT).
- 2.2 SELECTION OF CHAIR: Janet Burkland was selected and approved.
- 2.3 SELECTION OF VICE CHAIR: Jason Lillebo was selected and approved.
- 2.4 COMMUNITY MEMBERS: Collaborate with J. Jones Blackhurst.
- 2.5 MINUTES: Laura Torchia was selected and approved to take minutes.
- 2.6 AGENDA: Proposed agenda will be sent out before the next meeting. SOT members will receive a copy of the agenda before it is posted on the school's website.
- 2.7 MEETING ANNOUNCEMENTS: Jason Lillebo will post meeting announcements.

3.0 General Discussion

3.1 TEAM NORMS

- ✓ Be timely: meetings will start on time and flexibility will be given for the end time. A motion will need to pass for the meeting to continue past the agreed end time.
- ✓ Please keep phones in silent mode and step out to take a call if needed.
- ✓ Be respectful and dignified in your interactions with other team members and school community. Includes no side bar conversations.
- ✓ Come prepared to the meeting so that you demonstrate value and respect for time and convenience of others.
- ✓ SOT members will find alternate childcare during SOT meeting. If unable to, SOT members may bring child(ren) to meetings. A future discussion can take place if this becomes an issue.
- ✓ 5 out of 8 members present or majority will constitute a quorum.

3.2 MEETING PROCEDURES: Meeting format will follow the procedures outlined in the agenda.

3.3 AGENDA PLANNING: Proposed agenda will be sent out before the next meeting. SOT members will receive a copy of the agenda before it is posted on the school's website.

3.4 FUTURE MEETINGS: Last Thursday of each month, 4:30pm-5:30pm at Reedom ES library (until further notice)

3.5 REVIEW OF 2016-2017 SCHOOL PERFORMANCE PLAN FOR REEDOM ES

- ✓ 586 students will be pulled from Reedom ES to attend Jones Blackhurst ES.
- ✓ 100 spaces will be available for open enrollment.
- ✓ Reviewed Reedom ES School Performance Plan.
- ✓ Goal for Jones Blackhurst ES – Have STEM designation.
- ✓ Once a month, a STEM activity will be planned for students.
- ✓ Cultural Competency Goal will be included in Jones Blackhurst ES School Performance Plan.

3.6 STRATEGIC BUDGET

- ✓ 626 students projected in budget.
- ✓ Bus information has not been provided by transportation.
- ✓ Most of the funds go towards salaries.
- ✓ \$150,000: Textbooks. Hope to also keep open for more usable materials.
- ✓ \$85,000: Supplemental materials.
- ✓ \$60,000: Consumables
- ✓ \$17,000: Start up fund (broken up)
- ✓ \$150,000: Computers
- ✓ \$50,000: Printers
- ✓ \$230,000: Library books.
- ✓ Smartboards and SmartProjectors included in budget
- ✓ Every teacher will have a PC and printer in his/her room.
- ✓ Computer Labs & Library: Chrome operating system with Chromebases. 40 Chromebases per lab and 24 Chromebases in the Library.
- ✓ 320 Chromebooks will be distributed amongst classroom.
- ✓ Specials: art, music, physical education, library.
- ✓ GATE: teacher will not be full time at first.
- ✓ Special Education: Autism unit, Early Childhood unit, Foundations of Life Skills unit, Resource unit.
- ✓ Allocations for one Principal, one Assistance Principal, one Guidance Counselor.

4.0 Information

4.1 NEXT MEETING: March 30, 2017 4:30pm-5:30pm Reedom ES Library

5.0 Public Comment

- ✓ Discussion of starting a Parent Volunteer Room at Jones Blackhurst ES. Each teacher would have a cubby where he/she would place tasks that could be completed by a parent volunteer. Room would also include a copy machine, computer, printer, dicut machine, paper, stapler, paper clips....this would be very beneficial for the teachers.
- ✓ No other public comments.

To Do

- ✓ "Like" Jan Jones Blackhurst Elementary School on Facebook.
- ✓ Start thinking about what the school mascot can be.
- ✓ Distribute Parent Input Survey