

**Edith Garehime Elementary School  
School Organizational Team Meeting Minutes**

**Location: Garehime Library**

**Date: September 20, 2017**

**Time: 4 pm - 5:30 pm**

**1. Members present:**

Ryan Lewis, Principal  
Lisa Dixon, Teacher  
Johnette Mercer, Teacher  
Katherine Threadgould, GATE Specialist  
Heather McKnight, Parent  
Misty West, Parent

**Members not present:**

Donna Fullington, Support Staff  
Josh Johnston, Parent  
Amie Webster, Parent

**2. Minutes from 8/8/17 approved**

**3. New Items:**

**a. Fall Elections Results:** Teachers are Lisa Dixon, Johnette Mercer and Katherine Threadgould. Support staff member is still unknown. Parent members are Josh Johnston, Heather McKnight, Amie Webster and Misty West.

**b. Selection of SOT Responsibilities:** We will table SOT responsibilities selection until all members are present.

**c. Strategic Budget-Update:** Strategic budget will be considered next Wednesday after the new budget analysis is delivered, which should be sent on Friday.

**d. Field Trips:** Field trips are utilizing fund raisers to pay for buses.

**e. Fundraising:** Fundraisers are spearheaded by the GHCC.

**f. Prioritize Budget Items:** Even though there are separate general fund and SGF accounts, the money spending decisions will include all voices school wide. Grade levels will be asked to prioritize things that need to be purchased. Things that are ordered need to be used so money isn't being wasted. The school needs a good return on its investments. Weekly Readers cost \$6000 per year. Ms. Dixon recommended ordering an online version only for the upper primary grades, keeping the print copies for lower primary. Computers, as well as other ongoing big tickets items, must stay in the budget from year to year so the costs

don't get astronomical. Field trips are costly and can be as much as \$2000 per field trip per grade. Teachers are asked to consider fundraisers for each trip.

**g. Volunteer Policy:** The state has not clarified the policy for school volunteers. It currently reads, "Working with students unsupervised or regularly attending." This means "not random". GHCC volunteers are regular volunteers and we have asked for further clarification of the new law.

**h. Public Comments:** No general public in attendance

#### 4. General Discussion:

##### a. AGENDA PLANNING:

##### i. Items for Future Agendas:

1. New budget and significant errors for budget.
2. Administration salary increase
3. Negotiated agreement salary increase
4. No funding source for COLA raises
5. Average AP salary increased \$15K
6. Average P salary increased \$10K
7. The average teacher salary at Garehime is higher than the average teacher salary since most teachers at Garehime have maxed out their lanes (on the old salary scale).
8. Money shortage: We were expecting to lose \$27K but it has been increased to \$44K due to administration retroactive pay. The consensus is that the central office should cover the retro pay since the school has no control over that.
9. The new budget should be here by Friday, September 22, 2017
10. We were 30 students over the projection which earned us one new teacher unit. The new teacher should be a 3rd grade teacher based on numbers. We currently have two teacher vacancies, which is \$85,500 x 2 so we have emergency money, if needed.
11. We possibly have \$38,000 in the general fund but that number could be wrong. We have about \$30K in the SGF and we raise about \$60K per year through GHCC fundraising. We could possibly have as much as \$100K for the year. Our fixed expenses need to be closely monitored for the next two years. We need to consider using 1 teacher vacancy to cover school costs if we have to cover the admin retro pay.
12. We discussed the possibility of using 1 teacher vacancy to purchase new computers or other big ticket items.
13. Our Title I budget is \$16K and we could use that money to purchase a CTT or other things but we could also use it for sub release money. The Humanities position is paid for 60/40 using Title I and general fund dollars.

14. SOT members are asked to get feedback from staff concerning budget item priorities.
15. Student population expectation is 750 providing five K-3 classes and four 4-5 classes.
16. Zone variances are mostly being denied due to current population. We must serve our zoned students first.
17. Due to budget shortages, some other principals have considered cutting the PE aid, school aid, library aid, counselor, librarian. Legislation prevents schools from getting help from other schools if they decide to write a position out of their budget.

**b. FUTURE MEETINGS:**

- i. New budget and budget priorities.
- ii. SOT responsibilities.

**c. Public Comment:**

- i. How do we know what items cost?
- ii. Can we make a survey to find out staff priorities?

**5. Information:**

- a. **Next Meeting:** September 27, 2017 @ 4:00 pm
- b. **Public Comment Period:** No public in attendance

**6. Adjournment**

**Minutes taken by Katherine Threadgould**

**Submitted to Office Manager on 9/27/17 @ 20:34**