

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

Location: Garehime Library

Date: September 27, 2017

Time: 4 pm - 5:00 pm

The meeting was called to order by Mr. Lewis at 4:00 in the Garehime library.

1. Members present:

Ryan Lewis, Principal
Lisa Dixon, Teacher
Johnette Mercer, Teacher
Katherine Threadgould, GATE Specialist
Donna Fullington, Support Staff
Lucy Muramatsu, Support Staff
Heather McKnight, Parent
Misty West, Parent

2. New member/former members:

- a. Welcome to Lucy Muramatsu as the support staff SOT member. This will be Donna Fullington's last meeting.
- b. Members need to make sure they do their best to be at each meeting. We need a quorum to make decisions. Meetings in January will take a little longer because new business for the 18-19 school year will need to be made.

3. First order of business:

- a. Chairperson, Secretary need to be elected. The Chairperson needs to set agenda and priorities for each meeting. It has to be posted three days in advance and the minutes need to be posted right away after each meeting. Mercer nominated Dixon as chair and Threadgould as secretary. The motion was passed.
- b. If someone wants to be put on the agenda, they can contact Lori Urrutia. They can also send a written statement if they can't be present.

4. Approval of minutes from 8/13/17 & 9/20/17:

- a. Jason Lillebo was removed from the minutes of 8/13/17 because he was not present.
- b. We need to remove the not present people from the minutes.
- c. Lucy will be added to the SOT folder so she can view the minutes.

- d. Heather McKnight asked who is considered the public as far as attendance of meetings go. Non-SOT members are the public.

5. **Members of the Public:**

- a. The only people who are allowed to ask questions are members of the SOT. The public is only allowed to comment during the 2 minute comment period. Items brought up during each meeting can be put on the agenda for subsequent meetings.

6. **Final budget:**

- a. We earned 1 new teacher position (3rd grade). If we filled all of our open positions then we would have \$9500 left. We already spent \$31,000 for our 40% portion of the Humanities position. We were charged \$14,000 of the admin retro payment. We would have \$54,500 if we didn't have these charges.
- b. The transfer of responsibilities of new positions also brings new costs? Some support staff and other staff (Custodian, Counselor, GATE) will be transferred to the school level in January. We have to make sure we receive enough money from the county to cover these positions plus the resource money they receive.
- c. Second and third grade positions are not currently filled. Second grade students have the most academic needs but they have the lowest class size (25). Third grade has 28 students per grade and they are in portables plus it's a testing grade. It makes the most sense to add a teacher to 3rd grade and third grade requested the teacher. Second grade is willing to give up a teacher in exchange for two CTT positions. We would recoup \$82,500 for that position + the original \$9500 = \$92,000. $\$92,000 - \$28,000 (2 \text{ CTT's}) = \$64,000$. This is really the only way that we will be able to supply teachers with much needed resources that can reach the most students.
- d. We will add 45 Lexia licenses (\$6500). Lexia licenses went from \$18 to \$35 each over last year. We will have 325 licenses. The usage report of Lexia was not favorable enough to warrant purchasing a license for every student.
- e. We need to research reading resources that we will possibly buy in January. We might not have a enough money to purchase math as well as reading. We can fund raise for needed resources like other schools have done.
- f. Mr. Lewis asked if everyone is in agreement with the budget plan. Ms. West asked if the CTT's can move around from classroom to classroom to help more students. Mr. Lewis said, "yes,"
- g. The decision is to trade the 2nd grade vacancy in for two CTT's and send the third grade vacancy to surplus. Our balance will be \$64,000 - \$6500.

7. **Future Meeting:**

- a. When we set a meeting time, we will have to stick with it because we have to post the date to the public three days in advance. Priority of need and priority of expense will be on the table for future meetings.
- b. **Next Meeting: October 11, 2017 @ 3:45 pm**

8. **Ms. Dixon called for adjournment at 5:00 pm.**