

**Jones Elementary School
Site Governance Team**

Member Name	Affiliation
Rita Powell	Principal
Aaron Solomon	Teacher
Melissa Sanders	Teacher, SDEA representative
Renee Leckner	Teacher
Kim Petersen	Teacher
Swallow Milagros	School Secretary
Andrea Eaton	Parent
Jennifer Petruzzelli	Parent
Adrianna McCollum	Parent

MEETING MINUTES

Date: October 26, 2015	Quorum: yes
Members Present: Powell, Solomon, Sanders, Leckner, Petersen, Milagros, Eaton, Petruzzelli, McCollum	
Members Absent: None	
Non-Members Present: None	

Meeting called to order at 2:30 pm by Melissa Sanders.

- I. New members were introduced and then all members went around and introduced themselves.
- II. We reviewed By Laws and discussed finding an alternate to attend meetings when we can't attend. We are going to attempt to find a parent, teacher and classified person who can be on-call to attend meetings when a substitute is needed but all members need to try to attend all meeting so continuity and subjects that are tabled can be continued. Melissa Sanders is going to copy and distribute information that was given out at one of our first SGT meetings, "What is a Site Governance Team?"
- III. Meeting Dates

Every attempt is going to be made to have meetings on the first Monday of each month at 2:30 pm. We may perhaps want to consider adding an addendum to the by-laws regarding changing the minimum number of meetings to 6 meetings in a school year. With the year-round calendar, it is hard to schedule one meeting every month. However, this is our last year on a year-round schedule. The following are the scheduled meeting dates:

December 7, 2015

February 1, 2016

March 7, 2016

May 2, 2016

June 6, 2016

July 11, 2016

IV. Election of Roles and Responsibilities

- A. Chair – A motion was made by Renee Leckner and seconded by Aaron Solomon to elect Melissa Sanders as chairperson. The vote was unanimous in favor of **Melissa Sanders as Chairperson.**
- B. Vice-Chair – A motion was made by Melissa Sanders and seconded by Rita Powell to elect Andrea Eaton as Vice-Chair. The vote was unanimous in favor of **Andrea Eaton as Vice-Chair.**
- C. Secretary – A motion was made by Melissa Sanders and seconded by Aaron Solomon to elect Renee Leckner as Secretary. The vote was unanimous in favor of **Renee Leckner as Secretary.**
- D. Timekeeper – A motion was made by Andrea Eaton and seconded by Melissa Sanders to have Jennifer Petruzzelli and Adrianna McCollum as co-timekeepers. The vote was unanimous in favor of **Jennifer Petruzzelli and Adrianna McCollum as co-timekeepers.**

V. Lockdown Drill

- A. We need to communicate with the families of our students about what a lockdown is and the procedures we follow during one. Does the parent handbook need to be updated with this information?
- B. We also need to inform our parents about the schedule and location of their students on an average day. Many students in combination classes and with IEP have a regular pull-out schedule and parents need to have a copy of this schedule. These schedules need to be put on the emergency clipboard, in the substitute folder and turned into the office.
- C. We need to check to see if each classroom has a doorstop that allows their classroom door to be locked at all times but still accessible to students coming into or out of the classroom. In an emergency, the teacher can pull the doorstop and quickly lock the door.
- D. We are going to schedule our own modified disaster drill. Mrs. Powell will meet with her committee, train the staff and schedule the drill.

E. Can a police officer perhaps come to one of the Principal's teas and discuss lockdowns, school safety and emergency procedures?

VI. Future Meeting Topics

- Parking in front of school
- Safety Patrol – Keep our safety patrol safe – Do we want students writing down license plate numbers of cars that violate parking rules?

VII. Meeting adjourned by Melissa Sanders at 3:30 pm.