

**Jones Elementary School  
Site Governance Team**

Member Name	Affiliation
Allison Buell	Principal
Melissa Sanders	Teacher, SDEA representative
Renee Leckner	Teacher
Kim Petersen	Teacher
Shelly Reshes	Teacher
Marc Konishi	Building Service Supervisor
Andrea Eaton	Parent
Jennifer Petruzzelli	Parent
Adrianna McCollum	Parent

**MEETING MINUTES**

<b>Date:</b> November 7, 2016	<b>Quorum:</b> Yes
<b>Members Present:</b> Sanders, Leckner, Petersen, Reshes, Konishi, Petruzzelli, McCollum	
<b>Members Absent:</b> Buell, Eaton	
<b>Non-Members Present:</b> None	

Meeting called to order at 2:35 pm by Melissa Sanders.

- I. Minutes were distributed by Sanders. Motion to approve minutes from September 12 by Leckner. It was seconded by Konishi.
- II. Clarification for the plan to post meeting minutes – McCollum will send minutes to Sanders, and then Sanders will approve and post them. Buell has revamped Jones website; now SGT has its own page on the site, which includes description of SGT. Minutes will also be posted on the bulletin board at school. Approximately two weeks before each SGT meeting, we will gather agenda items. Parent can contact Sanders or Buell during that time to submit issues.
- III. Recess-duty schedule – Need to come up with new plan, as we don't have enough staff to cover all the recess duty slots. Currently, everyone has one recess duty a week and they rotate. It was suggested to have one person do one week at a time. Maybe try it this year and see if plan will be set for next year. Need to discuss idea with Buell.
- IV. Motion to add agenda item by Sanders: Red Ribbon Week. Seconded by Petruzzelli. Discussion about relevance of Red Ribbon Week (RRW) to primary grades. Reshes would like less emphasis on RRW and more on Read Across America. Sanders suggests it could be up to grade level to decide how involved they will be with RRW activities and

discussions. Maybe tie RRW to Read Across America next year. It was suggested to look at RRW budget to see if some money can be given to Read Across America. Sanders will discuss with Buell and ask committee that takes care of RRW if they can also organize the Read Across America program.

- V. Motion to add agenda item by Konishi: parking and drop-off situation. Seconded by Sanders. This is a problem every year. Discussed idea of adding more parking spots in the back for staff, and coning off spots in the front parking lot to make a drive-thru drop-off area for kids. The gate by the bungalows could be opened to let kids onto campus. This drop-off area would have to be facilitated by staff to make sure everyone keeps moving, which would create new duties. This new morning duty could be added to recess duty. Buell would need to present this idea to staff, and staff should have a preference for what duty they want. There is also a problem with afternoon parking and pick-ups that should be addressed soon.
- VI. Handbook revisions – Discussion tabled until next meeting when Buell is present.

Meeting adjourned by Melissa Sanders at 3:42 pm.