

**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

Date: December 5, 2016	Quorum: Yes
Members Present: Buell, Sanders, Leckner, Petersen, Reshes, Konishi, Eaton, Petruzzelli, McCollum	
Members Absent: None	
Non-Members Present: Aaron Solomon	

Meeting called to order at 2:31 pm by Melissa Sanders.

- I. Minutes were distributed by Sanders. Motion to approve minutes from November 7 by Leckner.

- II. School security and safety – Follow-up discussion from staff meeting. Need to create a comprehensive plan that will address: keeping the campus secure; keeping kids and staff safe; and formalizing the drop-off and pick-up processes. Need to do research and gather details on other schools, and then evaluate what we can create based on our structures and human capital. Want to make sure parents and families still feel welcome despite new safety/security processes. It was suggested that we could quickly institute a policy that every person needs to check in and display a badge if they are coming on campus in the morning. To make this feasible, Jones will need to purchase lanyards and badge holders. It was also suggested that when a parent comes to pick up their child early, they wait in the office while the child is brought to them. Before discussing comprehensive plan further, each teacher should take estimates of how many kids get picked up, how many walk home and how many go to Prime Time or Boys & Girls Club. Further discussion tabled until teachers have estimates and display badge supplies have been purchased.

- III. Follow-up to recess duty – Buell and staff will continue to monitor how this is working. SGT will make a recommendation for the new school year, possibly assigning duty a week at a time. For now, we will continue with rotating schedule of two duty assignments. It has been successful having this schedule published in the weekly staff bulletin.
- IV. Accelerated reader – Great program, as it motivates kids to read and teachers can better monitor their progress, but expense is an issue. Buell will ask Keith to look into pricing.
- V. Parking lot drop-off/pick-up – Follow up from staff meeting. Looking at feasibility of using the parking lot, as afternoon pick-ups take longer than morning drop-offs. This would require more staff time. It was discussed that a broader dismissal process must first be established, which would be part of the comprehensive safety plan. Eaton shared a safety pamphlet used by Foster Elementary that could be replicated for Jones. Discussion tabled.
- VI. Read Across America – PTA is thinking about doing something for Read Across America (RAA) this year and officially adding it on next year. This year Jones has a partnership with JAG; will ask them to be part of RAA efforts. Meeting to be scheduled. As discussed at November SGT meeting, Red Ribbon Week will be promoted at teachers' discretion and it will be looked at again during committee assignments.
- VII. Handbook revisions – Look at policy for kids who are left at school after a certain time. Tabled until next meeting.
- VIII. Health & Wellness – There is a 40-page handbook outlining the Health & Wellness (HW) framework for the school district. Each school site must have a HW committee. To be in compliance, SGT members now make up the Jones HW committee, and it was suggested that we create a byline in the SGT agenda. In Fall 2017, an SGT member will also need to be appointed the Wellness Coordinator. Jones is already in compliance with the HW framework (Running Club, Turkey Trot, variety of fruits/vegetables for lunches), but will need to focus on more dimensions, such as snack policy, birthday foods, animals on campus, etc.
- IX. Winterfest – Discussion about whether to change Winterfest from a daytime to an evening event. The event might feel more festive in the evening, but it's harder for parents to make it so fewer kids would be able to come. This issue will be brought up to staff to discuss.
- X. Future Meeting Dates: 2-6-17, 3-6-17, 4-3-17, 5-1-17 6-5-17

Meeting adjourned by Melissa Sanders at 3:40 pm.