

**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> September 12, 2016	<b>Quorum:</b> yes
<b>Members Present:</b> Buell, Sanders, Leckner, Petersen, Reshes, Konishi, Eaton, Petruzzelli, McCollum	
<b>Members Absent:</b> None	
<b>Non-Members Present:</b> None	

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

- I. Minutes were distributed by Sanders. Motion to approve minutes from July 11 by Eaton. It was seconded by Petruzzelli.
- II. Introduction of members
- III. Roles and responsibilities for SGT – Motion by Leckner to approved the following appointments. Seconded by Konishi. Motion passed.
  - Chairperson – Melissa Sanders
  - Vice-Chair – Andrea Eaton
  - Secretary - Adrianna McCollum
  - Time Keeper – Shelly Reshes
- IV. Prep Time Schedule – We currently have a rotating PE schedule to utilize the extra PE time for the prep teacher. Proposal by Buell to change the extra PE time so that we get an extra hour every other week instead of an extra half hour once a week. This would

provide teachers and students a more consistent schedule of when the extra time would be. Teachers would have a set extra PE time every other week. Motion was made by Sanders and seconded by Petersen. Motion passed.

V. Updated Parent Handbook

- Try to add Wednesday lunch to the main schedule page. It is currently on the second page and new parents missed it and didn't send lunch on Wednesday.
- Music Program – District not ready to fully support 4<sup>th</sup> grade music, so we need to wait on that addition.
- Assessment section – We may not use all of the assessments list so it may need to change it.
- Homework – We may need to revise homework section to reflect the purpose of homework. Many parents have asked the purpose of homework in elementary school?

VI. Review of By-laws – Revised by-laws

- Add page numbers
- Section IV – Election of Members - Revised to say that elections would be held within the first four weeks of school.
- Section VI – Meeting Schedule – first meeting will occur with the first six weeks of school

VII. Future Meeting Dates – first Monday of the month

- November 7, 2016
- December 5, 2016
- February 6, 2017
- March 6, 2017
- April 3, 2017 (if needed)
- May 1, 2017
- June 5, 2017

VIII. SGT Bulletin Board – Creating a bulletin board to post minutes and agenda from SGT meetings.

Meeting adjourned by Melissa Sanders at 3:32 pm.