

**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
Patricia Swallow	School Secretary
Andrea Eaton	Parent
Jennifer Petruzzelli	Parent
Adrianna McCollum	Parent

MEETING MINUTES

Date: December 7, 2015	Quorum: yes
Members Present: Powell, Solomon, Sanders, Leckner, Petersen, Swallow, Eaton, Petruzzelli, McCollum	
Members Absent: None	
Non-Members Present: None	

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

- I. Motion to approve minutes from October 26 by McCollum. It was seconded by Eaton.
- II. Sanders distributed a hand-out called "What is a SGT?"
- III. Discussion about funds to pay Keith and Arianna in the office – Keith Reinschreiber, Arianna Gonzales, and Michelle Joiner are noon duty support. For the 2015-2016 school year, Keith was allocated 10 hours a week, Arianna was allocated 2.5 hours a week, and Michelle Joiner was allocated 3.5 hours a week. When Arianna, Keith and Michelle work in the office, they are volunteers.
- IV. District Wellness Policy
 - a. Recess before lunch is encouraged. We're already doing this but not all schools in the district have a recess play period.
 - b. Physical activity: Is withholding recess as a punishment good for students who need physical activity? Powell shared administrative procedure. A question was asked – Can we have policy where recess is not withheld for children who have behavioral issues? Powell will check with other principals to see what they

are doing. In the meantime, we decided that the person who has supervision at lunch tables are going to dismiss students three minutes before the bell so that the students who are serving a detention have time to run a lap to get the wiggles out before returning to class. This new policy will be added to the parent handbook.

- c. Periodic movement breaks – teacher discretion –The wellness policy says that students need to get up and move. Powell will discuss with staff how to encourage kids to move. Patricia shared that her kid's school uses Kookoo Kangaroo. Stretch breaks will also be encouraged.

- V. Safety Concern: Umbrella – Can the umbrellas be taken down and stored for winter? On windy days, the umbrellas blow over and create a hazard. Umbrellas can come down for the season and be stored. This will prolong the life of the umbrellas. Some umbrellas will remain up to shield the students but will be taken down on windy days.

- VI. Staffing of Building Services Supervisor – Van received a promotion and we need to fill his position. Powell will fill that position. It is currently being temporarily filled by the night custodian, Luther. Powell has offered that position to our old night custodian, Marc. Can a team meet and set up expectations for the position?

- VII. Emergency Plan Update – Committee met and worked on the disaster plan. We will have a modified disaster drill on Wednesday, Dec. 9 at 1:00 pm. We will use a smaller population of just Prime Time students. Powell will go over plan with staff at meeting tomorrow. After the modified drill, Powell will give teachers a document to provide feedback. Powell also shared the new phone tree to use in the event of a lockdown. There was a discussion of when we might get an intercom system. Eaton shared that it should be part of our modernization but that may not happen to 2020. It would not be an intercom but a PA system. We can use our site discretionary money to possibly purchase one.

Meeting adjourned by Melissa Sanders at 3:55 pm.