

**Jones Elementary School  
Site Governance Team**

Member Name	Affiliation
Allison Buell	Principal
Renee Leckner	Teacher, SDEA representative
Michelle Icenhower	Teacher
Renee Burns	Teacher
Jen Webb	Teacher
Aimee Leal	Parent
Shannon Trombly	Parent
Pam Aguilar	Classified
Vacant	Parent

**MEETING MINUTES**

<b>Date:</b> 3-17-2021	<b>Quorum:</b> yes
<b>Members Present:</b> Renee Leckner, Renee Burns, Jen Webb, Michelle Icenhower, Aimee Leal, Allison Buell, Shannon Trombly	
<b>Members Absent:</b> Pam Aguilar	
<b>Non-Members Present:</b> Anjanette Ruiz, Adrienne Baker, Stormie Carson, Josielyn Dungo, Kim Peterson, Christine Holstad, Lori Anderson, Rachell Saylor, Neta Rosen, Maria Morgan, Jade Elzien, Wendy Jensen, Jordyn McNutt, Vanessa Jackson	

1. Meeting called to order at 2:16 p.m. by Jen Webb.
2. Minutes were shared by Michelle Icenhower via screen share. There was a motion by Aimee Leal to approve minutes from 2-8-2021 and it was seconded by Jen Webb. Minutes approved.
3. **Health & Wellness**  
\* We need to come up with a school and family wellness plan that will be discussed more at the next SGT meeting.

#### 4. **Safety & Security**

\*Nothing at this time

#### 5. **Calendar & Scheduling**

\*Art Schedule: A hold was put on the fourth round of the PTA program due to the conference minimum day schedule. It should be able to continue in Phase 2.

Distribution would need to happen for students who remain online.

Schedule will be set up after spring break.

#### 6. **Phase 2 Reopening**

\* **Start Time Waiver:** Jen Webb moves to approve an 8:00 a.m. start time. Renee Leckner seconds the motion. There were no oppositions to the motion. End times are unknown at this time. Mrs. Buell will submit the request for the district to approve. The end time will be determined by staffing. Allison will get more clarity around the end time before the survey goes out to families.

\***Preparation & Planning Day of the Week:** Friday will be the prep and planning day. If we would like to change that, we will have to apply to change it with the district.

\***Synchronous Zoom Time on Preparation & Planning Day:**

-The requirement is a minimum of 30 min. synchronous check in. We want to decide how long the synchronous check in will be so that it will be consistent sitewide. Then, we can communicate to families clearly about the start and end time on zoom.

-Are IEP meetings only going to be scheduled on Fridays? They will be scheduled throughout the week.

-Jen webb makes a motion to have the synchronous 30 minute block from 8-8:30 a.m. on Fridays. Renee Leckner seconded the motion.

\***Meeting/PD Time on Preparation & Planning Day:** Allison wants consistency of a meeting start time, so that everyone can plan and prepare. There will be a 9:00 start time for all Friday meetings.

\***Morning Drop Off and Afternoon Dismissal Plan:** Allison shared two possible plans for morning drop off and dismissal. Other options were open for suggestions.

-Jen Webb moves to approve option A for morning drop off plan.

Michelle Icenhower seconds the motion. Option A would split the grade levels between all school gate entrances across the front of campus. Support staff would ask about health checks and direct students to their classrooms. Teachers would be in classrooms to greet students and get them set up. Gates would open 15 minutes before school start time. Extra support staff would be needed for TK/K students and in the tunnel. There will be clear signs showing where to walk. Teachers would need to do a photo tour or video prior to school reopening to get students familiar with the morning drop off plan.

-Teachers will dismiss at the same gate as morning drop off.

-After the optional tutoring hour is clarified, the dismissal plan may change. There is not enough clarity to make a clear decision.

-A goal is to have additional support staff with the TK/K classes for the first two weeks of school.

**\*Wellness Break Schedule**

- Allison shared a possible recess schedule, where classes would buddy up to support bathroom breaks for teachers. Students would have a chance to play on the playground for 20 minutes. Teachers would choose when to take the other 10 minute wellness break. Support staff would help on the Kindergarten playground with teacher breaks.
- Students may leave the classroom one at a time to go to the bathroom. There are only a certain number allowed in the bathroom at one time. We will have to teach our students to wait if the bathroom is full.

**\*Lunch Schedule**

- Online students will still be able to drive through and get lunch.
- On-campus students will grab sack lunch and take it to their table. They will have 30 minutes to eat, then they will go back to their classroom. Cafeteria could deliver lunches to classrooms to distribute from there.
- Students would be divided by grade level into 3 separate lunch times.
- Students will have 30 minutes to eat and teachers will have their duty-free 30 minute lunch break.
- For K students, possibly using paper on table and individually packaged crayons to bring out with them. Maybe some music.
- The courtyard could be utilized as another lunch area if tables are wheeled out from the cafeteria. The number of students returning would determine if that would be needed.
- Jen motions to accept the lunch schedule format that was presented.

**\*Week of April 5th Schedule**

- We will still be on an 8:30 start time with 2 hours of zoom and a 15 minute wellness break.
- There is a little 30 minute required district training each day. It will be held from 11:00-11:30 each day.
- 120 minutes of synchronous and 120 minutes of asynchronous
- Para Educators will be on campus this week.

**Meeting adjourned** by Jen Webb at 3:29 pm.

The next meeting will be on Friday, April 16, 2021 or Tuesday, April 19, 2021 at 2:15 p.m.