

**Jones Elementary School
Site Governance Team**

Member Name	Affiliation
Allison Buell	Principal
Renee Leckner	Teacher, SDEA representative
Michelle Icenhower	Teacher
Kim Petersen	Teacher
Jen Webb	Teacher
Aimee Leal	Parent/Classified
Vacant	Parent
Vacant	Parent

MEETING MINUTES

Date: 08-24-2020	Quorum: yes
Members Present: Webb, Leckner, Petersen, Buell, Icenhower	
Members Absent: Leal	
Non-Members Present: Anjanette Ruiz, Wendy Jensen, Pam Aguilar, Christine Holstad	

1. Meeting called to order at 4:03 pm by Webb.
2. Minutes were distributed by Leckner via Google Docs. Buell also shared minutes via screen share. There was a motion by Leckner to approve minutes from 8-13-2020 and it was seconded by Icenhower. Minutes approved.
3. **Handbook Review**
 - Buell had shared the Parent Online Handbook earlier in the week. We reviewed the changes and suggestions that we all made. It will be copied and given out to families at the distribution days on Tuesday 8/25 and Thursday 8/27.
4. **Distribution Days**

- Families have been invited to our first distribution day on Tuesday 8/25 and Thursday 8/27. Buell shared the letter that will be sent home with the families. There were no suggestions for additions or deletions in the letter.
- Students will get a packet of grade level appropriate materials. (Spiral notebook or composition book, 3-4 half journals, 2 black felt pens, 2 ball point pens, small ruler, crayons, other items from PTA) Students will also get the volume 1 of the math book and a grade level Houghton Mifflin Anthology. Kindergarten does not have an anthology. The kindergarten teachers will put together small books to be given out at another distribution day.
- Additional distributions can be coordinated by grade levels, and perhaps be connected with lunch distribution.

5. Health & Wellness

- Counselor and guidance aide will continue to have whole class and small group lessons. They will also continue the Second Step lessons.
- The nurse and health tech will have office hours and families will be able to connect with them. The nurse will be available on Thursday. We will have 2 health techs (days and hours to be determined).

6. PE

- **PE Prep** - Wendy shared PE prep schedule. Each class will have 45 minutes of PE prep each week. Wendy will come into our Zoom as the co-host. Teachers can then leave the meeting and come back at the conclusion of the prep time or they can turn off their video and sound and then turn it back on when the prep time is over.
- **Impact** - We will still have the 20 minutes of Impact twice a week. Wendy will provide the video that we will lead in our own Zoom sessions. We discussed whether to have Impact the first 20 minutes of the day twice a week, or should we each put it on our schedule at a time that is convenient to us. Leckner and Webb liked the idea of doing it on our own so we could have a movement break during the long sitting time in front of the screen. We agreed to each schedule it on our own but it must be included in our schedules that we submit to Buell and families.

7. Site Schedules

- Buell shared the [Online Schedule](#) of the instructional day. It was co-created with the ITL using district guidelines.
- First week 8/31 - 9/4 is a welcome week. Teachers meet with students from 9:45 - 10:45. For the remainder of the day, students are engaged in learning modules provided by SDUSD and teachers are taking professional development

courses or planning with grade level teams. Teachers will push daily learning modules out for students through Seesaw or Google Classroom.

- Teachers need to submit class schedules by Friday 8/28.
- It is anticipated that the first week of instruction after Labor Day will include lessons and activities that build routines and relationships. It will also include the necessary lessons required to learn how to use the learning platforms. Schedules should reflect the anticipated ideal schedule that will take place following the beginning of school lessons.

8. Additional Information

- Buell will have a Virtual Orientation for families new to Jones on 8/28
- Back to School Night is Thursday 9/10
- Teachers should plan to send a welcome letter via email to families. This will detail class schedules and how to access Zoom and the learning platform (Seesaw or Google Classroom). We should have class lists by Friday 8/28 and email addresses will be available in PowerSchool.
- Buell had postcards made to send to families welcoming them to school. They will be addressed with labels, stamped and mailed to families. If any teachers want to do their own, they can and information will be made available at the staff meeting on 9/26.
- Buell shared the Back to School Guide that was sent home to families from SDUSD. It will be linked to our webpage. Take time to review.
- Suggestions were solicited for any changes to committees. Committee sign ups will be sent out at a later date.
- The PTA is hosting virtual playdates as ways for families to get to know each other. It will be on Friday 8/28. The K/1 playdate will involve playdoh. The grades 2 and 3 playdate will be balloon art, and the grades 4 and 5 playdate will also be balloon art. Materials for these virtual playdates will be given out at the distribution dates on 8/25 and 8/27. Teachers are encouraged to pop in at their grade level's time for a few minutes to say hi and welcome new students to Jones.

9. Meeting adjourned by Webb at 4:55 pm. The next meeting is to be determined.