

**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> February 6, 2017	<b>Quorum:</b> Yes
<b>Members Present:</b> Buell, Sanders, Leckner, Petersen, Reshes, Konishi, Eaton, Petruzzelli, McCollum	
<b>Members Absent:</b>	
<b>Non-Members Present:</b>	

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

- I. Minutes were distributed by Sanders. Motion to approve minutes from December 5, 2016 by Eaton. Seconded by Konishi.
  
- II. School security and safety update – A focus group met two weeks ago to give more time to consider school security and safety options. Today we tested out closing the Kindergarten traffic gate, as well as having 4<sup>th</sup> and 5<sup>th</sup> grades exit the outside gate. We are also piloting blocking off entry to the parking lot. All is going well so far. There is an order out for posts and a chain to block the parking lot, as well as having the curb repainted and rezoned. Additionally, we are working on producing a safety brochure for parents, as well as getting an officer to come on a regular basis to help with morning traffic. Passing out lanyards and badges to parents for security will be implemented in the fall. The focus group to meet again when needed.
  
- III. Budget information – We have lost about \$12K in discretionary funds for the next school year, as the district has changed how they will allocate funds for Title 1. Also, their algorithm anticipates a decline in our enrollment for 2017-2018. Therefore Jones needs to make a plan for having fewer funds, though we could get more depending on the

State budget. We will also be losing the mod-severe program next year, though we will still continue our mild-moderate program. Other schools have consolidated as well. However, this will affect enrollment, because when one child leaves all the siblings go too. To address this, our goal is to grow.

- IV. Instructional adjustments – We need to narrow down our window in the mornings to save on staff time. The goal is to continue offering breakfast, continue to have the gate open before the bell, but adjust times to narrow the need for staff supervision. Buell looked at research of other schools to see what would be feasible. Discussed adjusting to: 7:05 breakfast; 7:10 running club; then open doors at 7:15. Running club can continue until 7:30 and go directly to classes. This was agreed upon and will go into effect in the 2017-2018 school year. Families will still be able to come to office at 7:00. We also need to adjust Wednesday lunch schedule. It was proposed that it move 10 minutes earlier to give a 5-min cleaning window and 5-min block at end to clean up, walk to their exit, etc. It was agreed upon; new schedule will start Monday, Feb 13.
- V. Health and Wellness update – Discussed ideas for staff health and wellness, focusing on the many things VEBA offers such as biometric and health screenings, personal health coaching, etc. For staff to learn more about what VEBA offers, it was suggested setting up one of their Lunch & Learning meetings. Other suggestions for staff wellness included: mindful coloring in lounge, charity miles, mindfulness tips, a book club, or staff running/walking club, etc. The goal is to create lasting and sustainable change. Eaton also brought up wellness initiative regarding kids losing recess time as punishment. Understanding that physical activity is important and should be part of every child's day, alternatives were discussed. To be discussed further with at next staff meeting on Feb 22.
- VI. Meeting adjourned by Melissa Sanders at 3:42 pm.