

**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

Date: April 3, 2017	Quorum: yes
Members Present: Buell, Sanders, Leckner, Petersen, Reshes, Konishi, Eaton, Petruzzelli,	
Members Absent: McCollum	
Non-Members Present: None	

Meeting called to order at 2:32 pm by Melissa Sanders.

- I. Minutes were distributed by Sanders. Motion to approve minutes from Feb. 6 by Eaton. It was seconded by Reshes.
- II. School Security and safety – update: Posts to be put in driveway have been declined by the district. Perhaps we can put in a saw horse with cones and/or a barrier that could be put up each day. It was also suggested that perhaps we could get a parent to volunteer their construction services. Eaton said that they would have to go through her office. It was suggested to move handicapped and principal’s parking spaces so that it could be a waiting area for parents. Safety brochure is almost done. We are waiting for photos to be added.
- III. Recycling – We are looking at ways to improve our recycling program. We currently recycle trays but we can also include recycling cartons. We need more containers and we need to educate children about how to recycle. Etiquette program to teach students recycling, lunch manners, bathroom manners, etc. District can assist with bins and signage for next year. Perhaps kids could get involved and form a green club to assist.

- IV. Health and Wellness Update – One day a week, all adults on campus can join the morning running/walking club. Looking at VEBA coming out to staff meetings next fall to educate staff on wellness topics.
- V. Handbook edits/updates –
- Eliminate principal's name on cover and add social media information.
 - Revise daily schedule to make it clearer
 - Add yearly calendar
 - Add photos throughout to break up text and make more reader friendly
 - Revise dismissal from school and label dismissal gates (Gate A and Gate B)
 - Birthday celebrations – treats drop off in office. List of healthy options. Discussion about eliminating food treats. We will discuss at next staff meeting and then revisit later.
 - Extracurricular activities – add info about flyers being on Peach Jar.
 - Revise Expectations so that they are worded in a positive manner (instead of listing all the things they can't do).
 - Perhaps eliminate all expectations and replace with: We encourage and expect all children and adults to behave respectfully towards each other and our school. Please see the Jones School website for a complete list of all expectations.
 - Need to check on funding for 4th and 5th grade music program next year.
 - Homework policy – We need consistency among the grade levels. Grade levels need to adopt a uniform homework policy. Home reading needs to be included in the homework policy.
 - Lost and Found – It needs a permanent location. We need to identify that location and include it in the handbook.

Meeting adjourned by Melissa Sanders at 3:59 pm.