



James B. McMillan Elementary School
School Organizational Team Minutes
October 20, 2020

The James B. McMillan Elementary School Organizational Team meeting was called to order at 4:30 p.m. on October 20, 2020. The meeting was held via Google Meet due to Nevada's restrictions on social gathering and Full-time Distance Education.

Members present:

Marissa Grady
Cheri Griggs
Beth Todd
April Turner

Members absent:

none

Non-Voting Members present:

Nikki Longmore
Julie Zambas

The minutes from the meeting dated September 22, 2020 were presented and unanimously accepted without change.

Old Agenda Items

- **Welcome 1.0.** Mrs. Griggs welcomed Beth Todd as the newly elected teacher representative. Mrs. Griggs also won her seat in the Licensed Staff elections. April Turner continues to represent support staff as it is still unknown when ESEA is conducting support staff elections. April will contact ESEA and notify the SOT when their election will be held. Mrs. Longmore is seeking additional parents and will be conducting Parent Elections this week.
- **Team Norms and Meeting Procedures** Tabled until SOT has all new members in place.
- **Agenda Item 2.9 Title I Parent Engagement Plan.** Mrs. Longmore presented the first of two Title I Parent presentations. She explained that Title I is a federally-funded program with the goal of a highly qualified education for every child. She affirmed that Title I funding would be paying for a 3rd grade teacher, a 4th grade teacher, FOSS science kit replenishments, chromebooks, Study Island subscriptions, and our Family and Community Support Specialist position. All funding must be used in ways which measure student progress, so professional development for licensed staff is also budgeted under Title I. Previous years' PDs included CHAMPS for classroom management and KAGAN for student engagement. Under Title I, schools are required to notify parents if their child's teacher is a long-term sub for more than thirty days. Parents are encouraged to participate in deciding if programs offered are meeting student needs. In the 2019-20 school survey, parents really wanted to know how funding was being spent. Mrs. Longmore shared that they school conducts monthly Parent Chats, distributes monthly newsletters, holds monthly SOT meetings, and posts the budgets publicly on the school's website. Mrs. Longmore further asked for Mrs. Grady's opinion on how else, as a parent, she would like to see budget information. Mrs. Grady stated that she could not see how else the

school could publicize the budgets and that it seems the school is doing everything possible to publicize the budgets. Mrs. Longmore shared that the 2020-21 Parent & Family Engagement Policy was sent to Title I for approval. Once received, it will be posted on the school website and published in the monthly newsletter. The next Parent Chat is scheduled for 10/29 at 9:15AM and will be announced by ParentLink and on ClassDojo. According to the 2019-20 Student Survey, students view that bullying is still a problem. In reality, it has significantly decreased. In the 2018-19 school year, there were 94 reported incidents of bullying. In 2019-20, there were 54 cases. Of the 94 cases in the 2018-19 school year, only 13 reports were substantiated as bullying. The Administration recommendation is to continue with CHAMPS for classroom management; Sanford Harmony lessons by the classroom teachers, Safe School Professional, and school counselor; small group counseling; and justice circles. Hitting, biting, and spitting are offenses which will result in automatic progressive discipline. Regarding attendance and truancy, the school will continue to follow CCSD policy. Staff is continually reaching out to parents when students are absent for 3+ days to ensure it is not a connectivity issue or some other reason that the school could assist with. Mrs. Longmore asked Mrs. Grady to actively reach out to her neighbors to spread the word that the school is available for assistance with internet issues, equipment issues, and other needs. At the next Parent Chat, parents will receive a survey for agenda items for future meetings & open chat with Administration regarding student achievement. Administration and teachers are looking forward to welcoming parents to help at school when we return in person and will help parents with obtaining their badges if they'd like to volunteer regularly. Mrs. Longmore also shared that the FACES department is available to assist parents with student achievement. Parent language assistance is available through FACES, i.e. translation services for conferences and IEP meetings. The last part of the Title I plan is that the school will provide computer access to parents for student enrollment.

- **Agenda Item 2.8 School Performance Plan.** The achievement goals are the same as last year's goals.
- **Agenda Item 2.3 Plan of Operation.** Title I budget allocation was \$129,097.92. This will fund 2 teachers (a 4th grade and 5th grade), the Family and Community Outreach Specialist, 24 Chromebooks to replace equipment returned damaged beyond repair, and 18 headsets with microphones for WIDA testing. Items removed were 4 CTT positions since we've been unable to fill the positions for over a year, Curriculum Mapping time (which was moved to the Strategic Budget), DRA & Data Review sessions (DRA impossible in virtual environment and Data Review moved to Strategic Budget as prep buyout), and 10 Chromebooks. The last item had to be removed completely then re-entered at the newer number. Additionally the Family & Community Outreach Specialist position added some back when the actual salary was registered. Title I requires a 1% set-aside for Parent Engagement. Administration proposed that some of that funding be used for a book study with parents, "Distance Learning Playbook." SOT approved this recommendation.
- **Agenda Item 2.5 Parent SOT Elections.** Administration will reach out to parents for additional nominations and will conduct a formal election this week. At this time, Mrs. Grady is the parent representative and the only name submitted for the parent SOT ballot, but Mrs. Griggs has been in discussion with 2 other parents to run for SOT positions.

New Agenda Items

- No new items were presented for discussion.

Public comment: None

Meeting was adjourned at 5:17PM. The November meeting will be held on Tues. Nov. 10, 2020 at 4:30 p.m. A Google Meet link will be sent to members, posted on ClassDojo, and posted on our school website.