



James B. McMillan Elementary School
School Organizational Team Minutes
May 12, 2020

The James B. McMillan Elementary School Organizational Team meeting was called to order at 4:30 p.m. on May 12, 2020. The meeting was held via teleconference call due to Nevada's restrictions on social gathering and School Closure.

Members present:

Jayne Jensen
Cheri Griggs
Shanna Savala
April Turner

Members absent:

Danielle Welty
Tess LaCroix

Non-Voting Members present:

Antoinette Irby
Nikki Longmore
Julie Zambas

The minutes from the meeting dated April 14, 2020 were presented and unanimously accepted without change.

Old Agenda Items

- Mrs. Irby started the meeting with reviewing the request again by Dr. Gullett asking administrators to re-share the 2019-2020 budgets (i.e. McMillan Elementary Schools Budget) and the transparency website with SOTs. .
- **New school website.** Mrs. Irby shared the new web address, jamesbmcmillanelementary.org and took us through the features of the website. The new address has been filed with the District, and it is now attached when searching for McMillan on the CCSD search schools page. Most information has been imported from the prior site, and/or it will be imported within the next few days/weeks. It is well organized and user friendly.
- **End-of-Year Closure.** Teachers will have access to their rooms for a checkout starting May 18, 2020. Buildings are still closed to the general public, per the Governor's directives. The last day of school is May 20, 2020. Per CCSD, teachers will continue to engage parents/students in two-way communication through May 20, 2020. Distance Learning has been implemented for Summer School and ESY. Since Summer School (i.e. High School students) is online, there will be a reduction in fees. Also, FACES sent out a useful information guide for parents. ESY will be directed by the Special Education Department, who will design the curriculum and schedule licensed teachers to deliver instruction. Teacher checkout will have 10 or fewer employees in the building at one time. PPE is recommended in the halls, following CDC Social Distancing guidelines) but not required in classrooms. Teachers will have strict scheduling for individual entry and exit.

- **Governor's Phase 3.** Launch date to be determined. Student belongings may be released, (i.e. student personal bagged items completed by teachers the week of May 18, 2020). Pick- up will be scheduled by appointment or returned the first week of school in the fall. Mrs. Irby will share a message regarding library book return and student belonging deployment with parents once dates are released by the Governor and CCSD.

New Agenda Items

- **No new agenda items**
- **Public comment:** No public comment.
- Meeting was adjourned at 5:17 p.m. The August meeting will be held on Tuesday August 18, 2020 at 4:30 p.m. Location TBD based upon the Governor's direction and CCSD.