

**Sheila Tarr Academy of International Studies
School Organizational Team Minutes
September 11, 2017
4:00 pm**

The Sheila Tarr Academy of International Studies School Organizational Team meeting was called to order at 4:00 PM on 9/11/2017. The meeting was held in the library.

Members present:

Tracy Baldwin, Licensed School Staff Member
Anya Fontes, Licensed School Staff Member
Kendra Forney, Parent Member
Anntoinette Naumec-Miller, Parent Member
Alyson Jones, Principal
Karen Brinkley, Support Staff School Member
Lisa Meo, Assistant Principal

Members absent:

Mandi Thorn, Parent Member

The minutes for the meeting dated August 9, 2017 were presented and approved.

Agenda Items

- *Benchmark Assessment - AIMS WEB was purchased for 100 students (special education and RTI students). It cost \$420 to fund this benchmark assessment. The teachers will hand score the assessment for the rest of the student body.*
- *District Budget Cuts & Discussion of Priority Needs for School - The committee reviewed the school budget and discussed options for reducing the budget. The options discussed by the board: eliminating a 1st grade teacher position due to 1st grade having the lowest enrollment, reducing the school counselor position from full time to half time, and/or reducing the support staff (FASA, Early Childhood Programs, and the Office Aid) hours. The budget cuts will be released to the school on September 18th. A follow-up meeting was scheduled on the 19th to address the budget.*
- *Crisis Plan - The school administration is in charge of the crisis plan for the school year. In the past, the fire department would rate the school on their safety drills but it is now the responsibility of the admin. One drill will occur once per month and this is the first year that a hard lock down drill will be in place. The board discussed other safety concerns that can be addressed with the crisis plan.*
- *Parent & Family Engagement Policy - The policy was updated and presented by Mrs. Meo. The bullying and cyber bullying were identified as a topic that the parents would like to see consistently addressed.*
- *Family Calendar with Tarr Events - Mrs. Jones created a family calendar and will send it out to the parents through parent link.*

General Discussion

- *Agenda Planning: Items for Future Agendas - The committee identified future agenda items:
 - *Review and update budget based on school funds.**

Information

- *Next Meeting - September 19, 2017 at 4:00 in the school library.*

Public Comment Period

- N/A

The meeting was adjourned at 5:30 p.m.