

# Jack Dailey School Organizational Team

## Meeting Agenda

**Date:** 09/23/20

**Time:** 3:35 PM

**Location:** Google Meets

**Attendees:** School Organizational Team

**Facilitator:** Michael DeSario

**Recorder:** Ashlee Jones

### Meeting Objectives:

To discuss all topics in a civilized manner and to come to a consensus on the topics discussed.

### Meeting Norms:

Be fully present and actively involved. If you wonder it – ask it. Support and encourage each other. Start, stay focused, and end at the stated time. Be polite, keep a positive focus, and treat others with respect.

### Schedule:

| Time        | Minutes | Activity                            |
|-------------|---------|-------------------------------------|
| 3:35 – 3:40 | 5       | Review the previous meeting minutes |
| 3:40 – 4:00 | 20      | Budget and Staffing                 |
| 4:00 – 4:15 | 15      | School Performance Plan             |
| 4:15 – 4:20 | 5       | SOT Election results                |
| 4:20 – 4:25 | 5       | Open Discussion Topics              |
| 4:25 – 4:30 | 5       | Select the next meeting date        |
| 4:30 – 4:35 | 5       | Close meeting                       |

# Jack Dailey School Organizational Team

## Agenda de la reunión

**Fecha:** 23/09/20

**Hora:** 3:35 PM

**Ubicación:** Google Meets

**Asistentes:** School Organizational Team

**Facilitador:** Michael DeSario

**Filamndors:** Ashlee Jones

## Objetivos de la reunión:

Discutir todos los temas de manera civilizada y llegar a un consenso sobre los temas discutidos.

## Normas de reunión:

Estar plenamente presente y participar activamente. Si te lo preguntas, pregúntale. Apoyarse y animarse mutuamente. Comience, permanezca enfocado, y termine en tiempo indicado. Sea educado, mantenga un enfoque positivo y trate a los demás con respeto.

## Calendario [indicar el número total de minutos]

| Hora        | Minutos | Actividad                                  |
|-------------|---------|--------------------------------------------|
| 3:35 – 3:40 | 5       | Revisar las minutas de la reunión anterior |
| 3:40 – 4:00 | 20      | Presupuesto y dotación de personal         |
| 4:00 – 4:15 | 15      | Plan de rendimiento escolar                |
| 4:15 – 4:20 | 5       | Resultados de las elecciones del SOT       |
| 4:20 – 4:25 | 5       | Temas de discusión abiertos                |
| 4:25 – 4:30 | 5       | Seleccione las próximas fechas de reunión  |
| 4:30 – 4:35 | 5       | Cerca reunión                              |

## Meeting Minutes from 9/23/20

Team Members in attendance: Mr. DeSario, Mrs. Jackson, Mrs. Jones, Mrs. Kessler, Mrs. Mendez

Team Members not in attendance: Mrs. Morales

Other People in Attendance: Mrs. Trupp, Mrs. Prellwitz, Mr. Collins, Mrs. Murphy, Mrs. Alba, Mr. Chaudhry, Mrs. Sillitoe

### **Review Previous Meeting Minutes:**

The members approved the minutes from the last meeting.

### **Budget and Staffing:**

The district cut per pupil funding by \$94.68. This came out to a reduction of \$55,766.52. We were projected to have 615 students, but on count day, we only had 589 students enrolled. This meant that our staffing allocation would be the following: K through 3<sup>rd</sup> would have 4 teachers each and 4<sup>th</sup> & 5<sup>th</sup> would have 3 teachers each. This is a reduction of 1 teacher in each grade level. The SOT decided to use Title 1 budget money to purchase 1 teaching position in each grade from 1<sup>st</sup> to 4<sup>th</sup> grade. The SOT also decided to use carry over attrition money to purchase 1 teaching position in fifth grade. This will cause the loss of 1 Kindergarten position. One teacher has volunteered to go to surplus and leave the school.

The Title 1 budget was adjusted. Because of the increase in salaries and distance learning, after school tutoring and substitute collaboration was cut. Supplies for the new writing program that is being implemented was purchased. Adjustments were made to the number of headphones that are being purchased along with adjustments to the amount of paper that is being bought.

The Title 3 budget was adjusted. Kagan training was replaced with Write Tools training.

The Zoom and Special Education budgets are set by the district and we do not have control on how that is spent. All schools with 8 or more teachers must have a principal and because we have more than 550 students, we are allowed an Assistant Principal.

The General Fund has \$415,760.03 before purchasing an additional teacher. The Attrition/Carryover was \$369,720.23.

A vote was taken to approve the all three budgets, Strategic, Title 1, and Title 3. The budgets were approved by a 5 to 0 vote with 1 SOT member not in attendance.

### **School Performance Plan (SPP):**

There were changes made to the SPP from last year due to distance learning. Kagan professional development and coaching was removed from plan. An increase in our Write Tools training was added along with additional support from the instructional coaches. We will continue with our Number Talks and Mountain Math. We also removed several family nights and zoom nights due to social distancing. We still hope to hold a few family night in the spring.

A vote was taken to approve the SPP. The SPP was approved by a 5 to 0 vote with 1 SOT member not in attendance.

### **SOT Elections:**

This is the last meeting for this SOT committee. The school held its election. Ms. Jackson will be returning as the support staff representative. The teachers elected Mr. DeSario as one of their representatives. The second position to represent the teachers was a tie. The tie was between Mrs. Sillitoe and Mrs. Jones, which will be broken next week.

Elections for the parent representatives is currently being held. We have 3 candidates for 3 spots, so all three people will be on the team starting in October. The 3 parents are Mr. Collins, Mrs. Mrida, and Mrs. Kessler. Congratulations to the three of them.

### **Open Discussion:**

Mrs. Trupp thanked all of the members of the team for their service over the past year.

The next meeting was set for Wednesday, October 21<sup>st</sup> at 3:35 PM.

## Miutos de la reunión del 23/9/20

Miembros del equipo presentes: Sr. DeSario, Sra. Jackson, Sra. Jones, Sra. Kessler, Sra. Mendez

Miembros del Equipo que no asisten: Sra. Morales

Otras personas en asistencia: Sra. Trupp, Sra. Hughes, Sr. Collins, Sra. Abad, Sra. Alba, Sra. Abad, Sr. Chaudhry, Sra. Sillitoe

### **Revisar las minutas de reuniones anteriores:**

Los miembros aprobaron el acta de la última reunión.

### **Presupuesto y dotación de personal:**

El distrito recortó los fondos por alumno en \$ 94.68. Esto resultó en una reducción de \$ 55,766.52. Se proyectó que tendríamos 615 estudiantes, pero en los días contados, solo teníamos 589 estudiantes inscritos. Esto significaba que nuestra asignación de personal sería la siguiente: K a 3º tendría 4 maestros cada uno y 4º y 5º tendrían 3 maestros cada uno. Esta es una reducción de 1 maestro en cada nivel de grado. El SOT decidió usar el dinero del presupuesto del Título 1 para comprar 1 puesto de maestro en cada grado de 1º a 4º grado. El SOT también decidió usar el dinero de la deserción para comprar 1 puesto de profesor en quinto grado. Esto provocará la pérdida de 1 puesto de jardín de infantes. Un maestro se ha ofrecido como voluntario para ir al excedente y dejar la escuela.

Se ajustó el presupuesto del Título 1. Debido al aumento de los salarios y la educación a distancia, se recortó la tutoría después de la escuela y la colaboración de suplentes. Se adquirieron suministros para el nuevo programa de escritura que se está implementando. Se realizaron ajustes en la cantidad de auriculares que se compran junto con ajustes en la cantidad de papel que se compra.

Se ajustó el presupuesto del Título 3. El entrenamiento Kagan fue reemplazado por el entrenamiento Write Tools.

Los presupuestos de Zoom y Educación Especial son establecidos por el distrito y no tenemos control sobre cómo se gastan. Todas las escuelas con 8 o más maestros deben tener un director y debido a que tenemos más de 550 estudiantes, se nos permite un subdirector.

El Fondo General tiene \$ 415,760.03 antes de comprar un maestro adicional. El desgaste / arrastre fue de \$ 369,720.23.

Se tomó una votación para aprobar los tres presupuestos, Estratégico, Título 1 y Título 3. Los presupuestos fueron aprobados por una votación de 5 a 0 con 1 miembro del SOT que no asistió.

### **Plan de rendimiento escolar (SPP):**

Se realizaron cambios en el SPP desde el año pasado debido a la educación a distancia. El desarrollo profesional y el entrenamiento de Kagan fueron eliminados del plan. Se agregó un aumento en nuestra capacitación en Herramientas de escritura junto con el apoyo adicional de los entrenadores de instrucción. Continuaremos con nuestras charlas numéricas y matemáticas de montaña. También eliminamos varias noches familiares y noches zoom debido al distanciamiento social. Todavía esperamos tener algunas noches familiares en la primavera.

Se votó para aprobar el SPP. El SPP fue aprobado por un voto de 5 a 0 con 1 miembro del SOT que no asistió.

### **Elecciones SOT:**

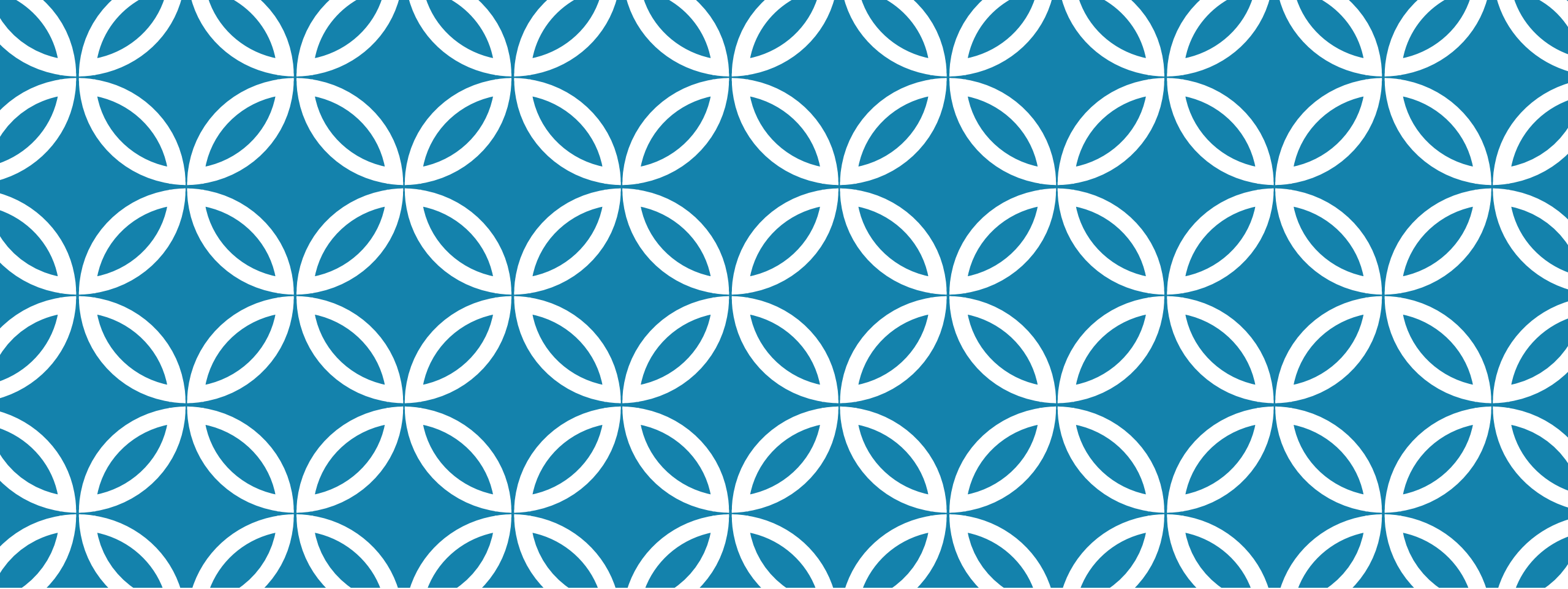
Esta es la última reunión de este comité SOT. La escuela celebró su elección. La Sra. Jackson regresará como representante del personal de apoyo. Los maestros eligieron al Sr. DeSario como uno de sus representantes. El segundo puesto para representar a los profesores fue un empate. El empate fue entre la Sra. Sillitoe y la Sra. Jones, que se romperá la próxima semana.

Actualmente se están llevando a cabo elecciones para los representantes de los padres. Tenemos 3 candidatos para 3 lugares, por lo que las tres personas estarán en el equipo a partir de octubre. Los 3 padres son el Sr. Collins, la Sra. Mrida y la Sra. Kessler. Felicitaciones a los tres.

### **Discusión abierta:**

La Sra. Trupp agradeció a todos los miembros del equipo por su servicio durante el año pasado.

La próxima reunión estaba programada para el miércoles 21 de octubre a las 3:35 PM.



# **JACK DAILEY ELEMENTARY**

Plan of Operation 2020-2021

# Five Budget Sources

## ▪ **Strategic**

- Major Source of Funding for Teacher Positions
- Budget cut of \$94.68 per student (-55,766.52)
- Average Salaries for Teachers
- Teachers Allocated Based on Enrollment
  - Projected was 615
  - Current Count Day is 589

## ▪ **Title I**

- Uses Actual Salaries for Teachers
- Strats were in here > moved out in anticipation for the cut
  - 4 teachers would have been lost

## ▪ **Title III**

- No Teacher Positions

## ▪ **Zoom**

- Reading Center Staff
- 2 Pre-K Programs
- 2 Strategists

## ▪ **Special Education**

- They have their own staffing allocations.

# ADMINISTRATORS

## FY 2021 Administrator Ratios

### Principal

Each school of eight or more teachers will have budgeted one full-time principal. (Teaching principals and responsible teachers will be budgeted by unit as specified in district regulations.)

### Assistant Principal (AP)

|                     | Enrollment  |        |
|---------------------|-------------|--------|
| Elementary Schools  | 400-549     | 0.5 AP |
| Elementary Schools  | 550-999     | 1 AP   |
| Middle Schools      | 600-1,699   | 1 AP   |
| Middle Schools      | 1,700+      | 2 AP   |
| Senior High Schools | 500-1,699   | 1 AP   |
| Senior High Schools | 1,700-2,199 | 2 AP   |
| Senior High Schools | 2,200-2,999 | 3 AP   |
| Senior High Schools | 3,000+      | 4 AP   |

### Student Success Coordinator

**Middle Schools** - One (10 month) Student Success Coordinator will be budgeted when enrollment reaches 590 to 1,299. Small schools may choose to convert the budgeted assistant principal to a Student Success Coordinator. Two Student Success Coordinator will be budgeted when total enrollment reaches 1,300 students.

**Senior High Schools** - One (10 month) Student Success Coordinator will be budgeted for enrollment 0 to 1,499. Small schools may choose to convert the budgeted assistant principal to a Student Success Coordinator. Schools with an enrollment of 1,500 to 2,799 will be budgeted two Student Success Coordinator. When enrollment reaches 2,800 or greater another Student Success Coordinator will be added.

# SUPPORT STAFF

## C. Elementary Schools<sup>1</sup>

| 1. Clerical Entitlement <sup>2</sup>                 |      |           |                 | Number Of Hours Per Day By School Enrollment |                  |                  |                  |
|------------------------------------------------------|------|-----------|-----------------|----------------------------------------------|------------------|------------------|------------------|
| Position                                             | Code | Pay Grade | Months Per Year | 0                                            | 400              | 1,000            | 1,400            |
|                                                      |      |           |                 | to 399                                       | to 999           | to 1,399         | to ----          |
| School Office Manager                                | 0310 | 50        | 11              | 8.0                                          | 8.0              | 8.0              | 8.0              |
| Elementary School Clerk                              | 0143 | 46        | 11              | 8.0                                          | 8.0              | 8.0              | 8.0              |
| Office Specialist II                                 | 0123 | 45        | 11              | -                                            | -                | 8.0              | 16.0             |
| First Aid Safety Assistant                           | 0090 | 43        | 9               | 6.0                                          | 6.0              | 6.0              | 6.0              |
| 2. Additional Support Staff                          |      |           |                 | Number Of Hours Per Day By School Enrollment |                  |                  |                  |
| Position                                             | Code | Pay Grade | Months Per Year | 0 <sup>3</sup>                               | 400              | 1,000            | 1,400            |
|                                                      |      |           |                 | to 399                                       | to 999           | to 1,399         | to ----          |
| School Aide <sup>4</sup> (Office, Playground, Media) | 0100 | 40        | 10              | 7.0 <sup>4</sup>                             | 7.0 <sup>4</sup> | 7.0 <sup>4</sup> | 7.0 <sup>4</sup> |
| Library Aide <sup>5</sup>                            | 0105 | 40        | 9               | 4.0                                          | 5.0              | 6.0              | 7.0              |
| Head Custodian I                                     | 8110 | 47        | 12              | 8.0                                          | 8.0              | 8.0              | 8.0              |
| Site-based Technician                                | 1555 | 52        | 12              | 4.0                                          | 4.0              | 4.0              | 4.0              |
| Custodians                                           | 8040 | 43        | 9               | 8.0                                          | 8.0              | 8.0              | 8.0              |

Office Staff

Custodial Staff

SBT

Library/PE Asst

FASA

# TEACHING POSITIONS

## Allocations FY21

### Student/Teacher Ratios

| ES | Star 1 or 2 | Ratio  |
|----|-------------|--------|
|    | K           | 21/1   |
|    | 1           | 16/1   |
|    | 2           | 16/1   |
|    | 3           | 19/1   |
|    | 4           | 33.5/1 |
|    | 5           | 33.5/1 |

| Star 3, 4, or 5 | Ratio  |
|-----------------|--------|
| K               | 21/1   |
| 1               | 20/1   |
| 2               | 20/1   |
| 3               | 23/1   |
| 4               | 33.5/1 |
| 5               | 33.5/1 |

| Grade           | Student Count | State Ratio | Current # of Teachers | Budgeted Number of Teachers | Budgeted Ratio | # of Title Paid Teachers | Adjusted Ratio |
|-----------------|---------------|-------------|-----------------------|-----------------------------|----------------|--------------------------|----------------|
| Kinder          | 78            | 21          | 5                     | 4                           | 19.5           |                          | 19.5           |
| 1 <sup>st</sup> | 90            | 20          | 5                     | 4                           | 22.5           | 1                        | 18             |
| 2 <sup>nd</sup> | 97            | 20          | 5                     | 4                           | 24.25          | 1                        | 19.4           |
| 3 <sup>rd</sup> | 100           | 23          | 5                     | 4                           | 25             | 1                        | 20             |
| 4 <sup>th</sup> | 115           | 33.5        | 4                     | 3                           | 38.3           | 1                        | 28.75          |
| 5 <sup>th</sup> | 107           | 33.5        | 4                     | 3                           | 35.6           |                          | 35.6           |

# SURPLUS

- 2 Positions Currently Going to Surplus
- Losing a Kinder and 5<sup>th</sup> Grade Position
- 2 Teachers with Lowest Seniority or Volunteers (Submit by 9/23)
- SOT Meeting on September 23<sup>rd</sup>
- Budgets Due to the Region on September 28<sup>th</sup>
- Surplus Meeting and Class Changes October 15<sup>th</sup>

# CARRY OVER

| Carry Over |           |        |  |  |  |  |  |     |  |              |                              |
|------------|-----------|--------|--|--|--|--|--|-----|--|--------------|------------------------------|
| 1          | CARRYOVER | CARPSS |  |  |  |  |  |     |  | \$20,672.28  | Supply and service carryover |
| 2          | CARRYOVER | CARPSP |  |  |  |  |  |     |  | \$369,720.23 | Attrition carryover          |
| 3          | CARRYOVER | CARPSA |  |  |  |  |  |     |  | \$12,660.51  | SLA carryover                |
| Subtotal   |           |        |  |  |  |  |  | 0.0 |  | \$403,053.02 |                              |

# STRATEGIC BUDGET GENERAL FUND

Currently we have \$415,760.03 in our General Fund.

Each teacher position costs \$88,205.51.

## 2 Options

Surplus 2 teachers and the general fund will be at approximately \$415,760.03

Surplus 1 teacher and the general fund will be at approximately \$327,554.52

# SCHOOL PERFORMANCE PLAN

## Data Sources

- SBAC
  - No assessments in 2019-2020
- MAP
  - Last given in the Winter of 2019-2020
  - Fall 2020-2021 closes September 30th
- WIDA
  - Students meeting AGP had an overall drop of 7.1%
  - Students being serviced in the Zoom Reading Center increased 19.2%
    - (71% of students in the ZRC met their AGP)

## Plan Adjustments

- Removed Kagan PD and Coaching
- Increase Write Tools Training
- Improved PLC practices
- Support for Teachers with Instructional Coaches
- Number Talks PD
- Mountain Math
- EL Strategies PD