

John F. Miller School

School Organizational Team Meeting Minutes

October 20, 2022

School Organizational Team Members:

Elysia Byrd, Licensed Member, Chairperson – PRESENT
Cecilia Hansen, Parent Member – NOT PRESENT
Christie Howard, Parent Member – NOT PRESENT
Lori Hunton, Support Staff Member – NOT PRESENT
Elizabeth Poglitsch, Principal – PRESENT
Medley Sapp, Licensed Member – PRESENT
Gertruda Heidi Tunea, Parent Member – PRESENT

Others present:

Angela Pajak, Assistant Principal

GOOGLE MEET LINK: meet.google.com/emn-epeo-qne

Meeting started at: 3:38pm

- Called to order by Elysia and seconded by Medley

1.0 Welcome & Roll Call

- Introductions of the new team members occurred
- Liza did an overview of the SOT, the law behind it, and what our team will be working on this year.
 - Miller is mostly grant money funded; general fund is small; so our budget is a little different; the SOT will develop the plan for next year soon; discuss staffing; parental insight is important; all positions are elected
- Chairperson was chosen (Elysia)

2.0 Review Minutes

- Liza reviewed September SOT meeting minutes.
- Title I amendment - removed money for scanners and moved to purchasing a poster printer; extended prep buy-outs for staff members that are doing extra work (library, parent communication, sensory activities, etc)

3.0 Budget Updates

- 3.1 Title I Amendment

- Some items have been ordered but not all that were added during the amendment
- Title I funding is focusing on licensed staff and how to create learning activities based on our students needs, color printers for staff, sensory items (interactive beams)
- Total budget was a little over \$59,000; the amendment was a little over \$7,000
- IDEA grant - Learning Strategist; SEIF extended day; professional development; staff technology; money for staff to attend PLCs
- Amendment for the IDEA grant
 - Moved money to get another electric Hoyer; purchased radios for every classroom for student safety; moved money to purchase books for a professional learning book study and to pay staff to attend the professional learning
 - Over \$100,000 for student instructional purchases and sensory activities for students
 - Typical grant is between \$50,000 and \$100,000; Liza wrote grant and got funded for over \$375,000
 - Working on designing at home kits; starting with students who are on distance learning and then will move to families who would like sensory/learning materials at home for a school to home connection
 - Amendments are a lot easier than the Title I process and are done 4 times per year; we can make changes if the need changes
- General Fund
 - \$50,000+ budgeted
 - Still trying to get our carryover funds (about \$50,000) from last year; still trying to get it from the district
 - The general fund is more open to how it can be spent
 - Currently at \$58,000+
 - Liza mentioned that this is the forum for us to share what items we could purchase that would be beneficial for our students; data is always beneficial when it comes to making requests

4.0 Staffing Updates

- Licensed
 - One teacher retiring November 1st; position will be opening November 2nd; position will fly and be available for hiring

- Our SOSA will be student teaching starting next week and will then be available for hire once she finishes; so that is an option for the open licensed position if she is a good fit for Miller
- QUESTION from Medley - Will we be able to hire another SOSA?
 - Liza: Yes, we can.
- Support Professionals
 - Multiple retirements (5) since the beginning of the year and one transfer
 - 8 openings at the moment

5.0 School Improvement Plan Review

- Areas of concern and opportunities for growth are the focus
- Areas we're focusing on
 - More parent involvement
 - Evidenced based practices and tying assessments to IEP goals
- QUESTION from Heidi: Where do we get curriculum from and get the data from that we use for goals and professional learning?
 - Liza and Angela like to research and look into different curriculum and assessments
 - Dual sensory consultant from Reno that comes to the school and provides suggestions and training
 - Admin makes recommendations or referrals
 - There is no curriculum for our student population
 - We use ULS and get training from the district
 - We have to advocate and be creative to develop and design what works best for our students
 - We individualize our data collection based on the students need
 - We collect data for schoolwide goals and teachers collect their own data but we are trying to pull it all together so it all can be correlated
- QUESTION: What is the Title I parent involvement money used for and how much is it? Can it be used for parent education?
 - It is 1% of the entire Title I budget and can be used for anything is regards to parents
 - Typically used for paper to send home communication to families and refreshments for parent meetings
 - Whatever parents would like the school will purchase as needed; whether it's with PISA money or general funds
 - SGF: Student Generated Funds (fundraisers, snack shack, etc);
 - 10% can be used for staff appreciation; we do not fundraise - our SGF is donations; our current balance is \$178,000; we use this for breakfast on staff development days and luncheons occasionally

- It is a committee and the committee has to approve the spending
- Currently being audited because of the 3% spent, 85% has been spent on staff
- MEDLEY: Maybe we need to focus on spending some of that money on students (student T-shirts; home kits)
 - LIZA: We also do not just want to waste money but we are looking into what we can spend the money on (t-shirts, bags for student backpack); no one can touch this money so we are going to exhaust all the other money prior to spending this money because it will roll over; SnoCones and popcorn at Sensory Fair will come from this because of the sensory experience for the students

6.0 Upcoming Events

- Sensory Fair on October 27th
 - First full one since Covid so we're excited about it
- Winter events coming soon

7.0 Discussion and Request for Future Meeting Agenda

- Results of the banking audit
- Results of the risk management assessment audit
 - A safety concern was called in regarding leaving the office door propped open and the front door unlocked in the morning even though a staff member is always monitoring the door; this was done for ease and student safety as unlocking the door while pushing a wheelchair could cause a risk to the student
 - A walk-through occurred to ensure that we are following all safety procedures

8.0 Public Comment Period (Two (2) minutes maximum allotted)

- No public comments

Meeting adjourned at 4:30pm

- Motioned by Elysia; seconded by Medley