

Henry Elementary School Site Council Minutes September 14, 2010

Meeting called to Order at 4:25PM

Members Present: Jon Ben-Asher, Christy Canovas, B.J. Cordova, Diane Holzman, Sandy Coons, Lori Emrich-Galbraith, Rebecca Ayers, Matthew Beem, James Clark, Arlene Doran

Note: Arlene Doran has replaced Brianna Woolen as a certified faculty member of the SSC.

Members Absent: Mark Ordaz

Call to Audience: There was nobody present to call.

Minutes: Minutes from August 31, 2010 were approved with 2 minor corrections. Maggie Shaffer was invited to speak to the community regarding the DIT process and the Title 1 budget allocation was \$43,000.

Reports

Principal Report: Mr Ben-Asher presented the following to the Site Council.

The Media Center is now complete and up and running. Currently 10 out of the 12 computers are working. Hopeful that the Media Center will start being used soon.

Parking Lot: Fence went up on September 13, 2010. According to the contractor the timeline for completion is November 19, 2010. Phase 1 will take approximately 6 weeks which will consist of clearing the land, retaining wall, and bus bay. Phase 2 will join the existing parking lot into the completed project. Very thankful for the wonderful staff, parents, teachers that are outside helping to keep Henry students safe and calm.

Proposed Title 1 Budget: Mr. Ben-Asher and three parents met to review the Title 1 Budget money. This Budget does not have to be approved by the Site Council but we could sign in as a participant to the Budget Verification process. Henry was given \$43,420. Not every school benefits from Title 1 money, only targeted schools based on certain criteria. It was determined that Henry's need for this money would be best used with Reading, Math and Counseling. The money was broken down into four categories as follows. 1. Instructional Supplies 2. Capital Technology – 5th grade SuccessMaker computers and program to assist with Reading and Math assessments to give students activities based on their level. These programs have a lifetime license. 3. Resource Reading Interventionist – this position will be in place in about 2-4 weeks. The Reading Tutor will work with teachers with students that have needs starting with K-1 and 4-5 first. Starting in 2013 3rd graders will be given an AIMS Reading test mandated by the State, stating that they must be approaching the standard in reading at a third grade level or be retained. 4. Counselor – Currently Henry's counselor (Arlene Doran) works four days per week, allocating more money would allow her to be at Henry five days per week.

2010-2011 Reduction Worksheet: Mr. Ben-Asher reviewed the school allocation point worksheet with a 7% decrease. Henry is now able to increase the Office Manager position to five days per week as opposed to only four. Fine Arts allocation will allow a Music Program which will include Orchestra (4-5) and Vocal (K-5) without using Tax Credit Money. Stipends have been increased leaving money for a Student Council sponsor along with a more flexible budget for emergencies that could arise. Would not spend this money without first collaborating with faculty on how to spend. We have an increase in money available for a campus monitor so teacher's no longer have to share morning recess duties. K-3 budget increased allowing different allocations of funds. Substitute money had a huge increase which is now appropriately funded, giving teachers eleven personnel and sick days (although statistics show only 1/3 of time is usually used). This money is for day to day substitute needs not long term needs. If don't use all money could possibly buy supplies for next year.

By-Laws Committee: Christy presented the Site Council with the following information from the By-Laws committee that met on September 7, 2010.

The committee first looked at the Bylaws of both Henry and Wrightstown to see what bylaws aligned to find a happy median to benefit Henry in the long run. They also looked at the TUSD policy and codes and Johnson Primary School's bylaws to compare all four to create a new Mission and Vision statement for our new community.

During the first committee meeting they were able to review about 1/3 of the bylaws.

In review - Article II: School Council – defining the purpose of the school council.
Article III: Membership (A) recommendation made to have Site Council composed of 4 – parents or legal guardians of Henry students who are not Henry employees, 4 – certified Henry employees, one from the (K-2) teachers and one from the (3-5) teachers, 2 – non-certified Henry employees, 1 community member who is not a Henry parent, guardian, or employee, OR related to a Henry student or employee, 1 – student council officer (could be rotating representation) and 1 site administrator, the school principal. (B-1) Regarding procedure for elections – no real changes, just fine tuned language, ie: parent positions will be elected by the parents of Henry and so forth. (B-2) Election Committee – will be made up of 1 certified employee, 1 non-certified employee and 1 parent. (B-3) Timeline for Elections: There was a discussion amongst the Site Council members and the following was recommended – a. SSC vacancies will be communicated to all voting bodies by the end of the first week of school. b. The Election Committee will accept nominations in writing through the end of the second week of school. c. Confirmation of nominees and preparation will be distributed by the end of the third week of school. d. Deadline for Ballots to be returned will be by the end of the fourth week of school. (B-4) Election of Officers:
a. The Facilitator will be elected each year by closed ballot at the first meeting of the newly elected SSC members. b. A Recorder will be selected each year with an open vote by the newly elected SSC members at the first meeting. c. A Treasurer (definition: responsible to bring to the Council at each meeting a Tax Credit report and pending issues report) will be selected each year with an open vote by the newly elected SSC members at the first meeting. (B-5) Terms of Office: a. The Principal will be a permanent member of the SSC b. The Terms of Office for all other members of the SSC will be two calendar years beginning September 1 and ending August 31. Members shall be elected for no more than two consecutive terms with one year off before serving again. (C) Attendance at School Council meetings. (C-1) All current SSC members are expected to attend all meetings (C-2) Members must notify the

facilitator of principal if unable to attend a scheduled meeting. Non-attendance for two consecutive meetings may imply an inability to serve. The facilitator shall approach said member to determine her/his intent or ability to serve. The by-laws committee will discuss language and present back to Council what happens if there is no communications made for an unexcused attendance by a member.

Safe Routes to School: B.J. Cordova presented the Site Council with information about the Pima County Safe Routes to School Grant/Workshop. Henry could apply for the Grant which would give our students safer routes to school, with such things as improved sidewalk paths, bike lanes, lighting, etc. B.J. spoke to Pima County and gave them the specifics of Henry's situation and they felt that we would have an excellent proposal in being considered for this grant money. There are several action items that need to be completed, such as surveys to parents, in class student surveys, and a walk about on campus during high traffic periods. B.J. recommended having a Committee established for this cause which he would like to chair. A Safe Routes to School committee was formed among B.J., Rebecca and Mr. Ben-Asher. Mr. Ben-Asher will also ask a teacher who excels in writing grants if they would like to be part of the committee as well.

Discussion Items:

By-Laws Committee: Discussed during Reports section of Agenda

School Budget Allocation: Discussed during Reports section of Agenda

Tax Credit Expense for Music/Fine Arts Program: Mr. Ben-Asher addressed the Site Council stating that the Music Program had no concerns based on the School Budget Allocation report. However there is no money funded for the Fine Arts Program. In the past \$2500 from Tax Credit was allocated to hire an Art Teacher. Mr. Ben-Asher would recommend increasing the amount to \$3000. He proposed that each class would have an hour one to two times a week in Fine Art instruction. There is also the possibility of having a Fine Art Specialist come to Henry twice a year.

Study/Action Items:

School Budget Allocation: Christy called for a motion to vote on the School Budget Allocation. Rebecca moved to adopt the School Budget Allocation as presented. Matt 2nd the Motion. All in favor, motion passed to adopt the School Budget Allocation as presented.

Tax Credit Expense for Fine Arts Program: Christy called for a motion to vote on Tax Credit expenditure for Fine Arts Program. Arlene moved to allocate \$3000 using designated monies first then undesignated money for the difference. Diane Holzman 2nd the Motion. All in favor, motion passed.

Appoint Recorder and Facilitator: Nominations were taken for Recorder and Facilitator. It was voted on that Lori Emrich-Galbraith would be the Recorder and Christy Canovas would be the Facilitator for the 2010-2011 school year.

Set Calendar and Next Agenda: Discussed that at next meeting we would set calendar at the beginning of the meeting. Next meeting is scheduled for October 12, 2010 at 4:00PM

Meeting adjourned at 6:00PM

Respectfully submitted,

Lori Emrich-Galbraith
Site Council Recorder