

VAIL SCHOOL DISTRICT  
**Cottonwood Elementary School**  
Site Base Council Meeting Minutes  
**January 23, 2018, 4:00 PM**

The meeting of the Cottonwood Site Base Council was called to order by Mrs. Mary-Helen Douglas. Members present were: Mrs. Tracy Kurz, Mrs. Amanda Jensen, Mr. Tom Kruszewski, Ms. Kristin Salerno, Mrs. Chrissy DeBono and Mrs. Carol Saldaña. Also present included, Mrs. Sarah Bates.

Mrs. Kurz moved to approve the Minutes of November 28, 2017, Ms. Salerno seconded, the motion carried.

**Member Reports:**

No reports given.

**Administrative Report:** Mrs. Bates reported on the following:

- Current Enrollment: 629
- Grade Level Winners for Spelling Bee:
  - 1st-Avery Dickey
  - 2<sup>nd</sup>- Brennan Garza
  - 3rd-Amalia Gomez
  - 4th- Kaitlyn Maddux
  - 5th- Raelan Curtis
- Resignations – Samantha Frantz, Andrea Brobeck, Stepanie Magnuson & Kaitlyn Gray
- Transfer – Luis Grijalva to Cienega
- New Hires – Anita Quezada, Day Porter

**January Activities:**

- Science Fair Set Up and Judging (1/24)
- Teacher Inservice, Half Day (1/24)
- Science Fair Showcase & Star Party (1/25)
- 1<sup>st</sup> Grade Music Performance (1/30)

**February Activities:**

- Scholastic Book Fair (2/5-2/9)
- Student Council Valentine Gram Sales (2/7-2/12)
- Parent/Teacher Conferences, Early Dismissal (2/8 & 2/9)
- Spring Picture Day (2/14)
- Volunteer Appreciation Luncheon (2/15)
- Vail Pride Day Staff Appreciation Luncheon, Early Dismissal (2/16)
- Vail Pride Day at Pima County Fairgrounds (2/17)
- 3<sup>rd</sup> Grade Music Performance (2/20)
- Rodeo Break-No School (2/22 & 2/23)
- Love of Reading Week (2/26-3/2)

## **Recognitions:**

Chrissy DeBono recognized Kristin Salerno for taking on and organizing a successful Spelling Bee! Mrs. DeBono also wanted to recognize Rebekah Valverde on our first annual Craft Day, it was extremely organized and the students had a great time!

Kristin Salerno recognized Tom Kruszewski, Sarah Bates and Dawn Ball for being the Spelling Bee judges, especially to Mr. Kruszewski for pronouncing the words correctly to the students! Ms. Salerno also wanted to recognize Pam Maguire and Lorena Sutton for all of their hard work with the Science Fair. They have added an event and organized everything so much better for the parents and students. Ms. Salerno also recognized Stephanie Magnuson on another successful Papa John's delivery night! Teachers and Staff always have a great time delivery pizzas to our community and family members! Ms. Salerno also recognized Terri Akers for all of her hard work organizing the Angel Tree program for our families in need.

Tracy Kurz wanted to recognize Pam Maguire for creating an amazing journal to keep all notes and data in. The journal allowed an easy transition of the data to the Science Fair boards. The packets were easier to understand and follow as well! Mrs. Kurz also recognized Mrs. Sutton for all of the wonderful activities associated with the Student Council program.

## **Mrs. Bates recognized the following individuals:**

Jennifer Morris for a successful Winter Concert!

Bonnie Bordner & Ashley Sutton for another successful Art Club Open House!

## **Consent Agenda:**

## **ACTION**

### **A. Field trips: (Approve)**

- ELP to Mildred & Dildred Toy Store (1/26/18)
- ELP to Flandrau Science Center at U of A (2/27/18)
- 2<sup>nd</sup> Grade to Desert Museum (4/12/18)

### **B. Fundraisers: (Approve)**

- Papa Johns Delivery Night (1/8/18)
- Jump Rope for Heart (3/5-3/9)

Mrs. Kurz moved to approve the Consent Agenda as presented. Mrs. DeBono seconded, the motion carried.

## **Old Business:**

### **CWE Family Handbook**

### **INFORM & DISCUSS**

Mrs. Bates and Site Council continue to work together to develop the new Family Handbook for Cottonwood. Each member reviewed other Vail School District elementary schools' family handbooks and studied the Dismissal and Behavior sections of each. Mrs. Bates received feedback and took notes of edits or changes on the different sections. Ms. Salerno will also be taking notes and culminating all of the feedback in preparing the final draft for the handbook. The Site Council will be working on the different sections over the course of the next several months. Discussion was held in regards to the Matrix that was developed last school year and placed before the Site Council to approve to see if we could add the Behavior Matrix to the Cottonwood Family Handbook. Mrs. Bates will review the matrix and will edit and add common vocabulary for our behavior/discipline guidelines and present to the Site Council members at the next meeting.

### **Teacher Request Policy**

### **APPROVE**

Mrs. Bates presented the Teacher Request Policy to the Site Council members which had been edited due to a discussion held at last month's Site Council meeting. Another discussion was held in regards to the email section of the teacher request policy on the pros and cons of it being a part of the policy. It was shared that this year it would not be a good idea to have that form of communication in place and to talk again next school year about possibly adding it within the policy.

Mr. Kruszewski moved to approve the Teacher Policy for Cottonwood, Ms. Salerno seconded, the motion carried.

## **New Business:**

### **INFORM & DISCUSS**

### **Board Approved 18/19 School Year Calendars**

Mrs. Bates presented the Kindergarten through 12<sup>th</sup> Grade calendars for the 2018/2019 school year that the Governing Board has recently approved. There were no notable differences of days from the previous school year, but it was shared that the high school calendars were consolidated into one making it easier for the families to read.

### **Kinder Round-Up**

Mrs. Bates shared the scheduled date for Kindergarten Round-Up. The event will be held on Thursday, March 1st at 5:30pm in our MPR. Holding this event is a great way to learn about our kindergarten program and help the future kindergartener know what to prepare for the upcoming school year. It is also a great way for us to project the number of kindergarten students we will have coming to our school.

Mr. Kruszewski moved to hold the next meeting on Thursday, February 27, 2018, Mrs. Salerno seconded, the motion carried. Mrs. Kurz moved to adjourn, Mr. Kruszewski seconded, the motion carried.

Submitted by: Dawn Ball, Acting Clerk

Date

**SITE COUNCIL APPROVAL:**

Mary-Helen Douglas, President

Chrissy DeBono, Teacher Member

Tracey Kurz, Clerk

Kristin Salerno, Teacher Member

Amanda Jensen, Parent Member

Carol Saldaña, Classified Member

Tom Kruszewski, Parent Member