

VAIL SCHOOL DISTRICT
Cottonwood Elementary School
Site Base Council Meeting Minutes
August 15, 2017, 4:00 PM

The meeting of the Cottonwood Site Base Council was called to order at 4:03pm by Mrs. Tracy Kurz. Members present were: Mrs. Mary-Helen Douglas, Mrs. Amanda Jensen, Mr. Tom Kruszewski, Mrs. Kristin Salerno, Mrs. Chrissy DeBono, Mrs. Carol Saldaña. Also present included, Mrs. Sarah Bates.

Election of Site Council Chair: Mrs. Douglas self-nominated for Site Council Chair position. With no other nominations, Mrs. Douglas was elected.

Election of Clerk: Mrs. Kurz self-nominated for the Clerk position. With no other nominations, Mrs. Kurz was elected.

Establishment of dates, times and place for meetings of the Site Council: Mrs. Kurz moved to keep the meeting time and place, on the 3rd Tuesday of every month at 4:00 pm, in the Cottonwood Elementary conference room. Mrs. DeBono seconded, the motion carried.

Mrs. DeBono moved to approve the Minutes of May 9, 2017, Mrs. Kurz seconded, the motion carried.

Member Reports:

Mrs. Jensen reported that there was confusion about a letter that went home to parents regarding peanut allergies. It was interpreted that it should have been received by the entire school, but Mrs. Bates shared that it was given to those families may have a student in a peanut allergy classroom.

Administrative Report: Mrs. Bates reported on the following:

- Congratulations to the re-elected members: Tom Kruszewski and Tracy Kurz
- Welcome new member: Kristin Salerno
- Current Enrollment: 602 (projected 657)
- Big 5 Data Points-Data that teachers collect to ensure student success
- New Classified Hire: Nikki Hawkins, Kayleigh Warren-Paras, Lauren Skersey-Sped Paras Jackie McClain-Front Office Clerk, Stephanie Padias-Health Aide & Rafaelita Fontaine-Computer Lab Tech
- New Certified Hire: Catherine Watson-Kinder, Valerie Barnes & Samantha Elmer-2nd grade, Lindsey Brost-3rd grade, Brittany Brooks & Rebekah Valverde-5th grade, Pam Maguire-STEM teacher, Kaitlyn Gray-Sped teacher, Kristen Callaway-Title 1 Reading Teacher, Terri Akers-Behavior Specialist, Cindin Carroll-Psychologist
- CWE Events Calendar-Tentative upcoming events

August Activities:

- PTSA Math-A-Thon (8/14)
- Half Day-Teacher Inservice (8/16)
- Student Council-School Wide Campaigning Week (8/21-8/25)
- Half Day-Teacher Inservice (8/30)

September Activities:

- Labor Day-No School (9/4)
- Benchmark Testing #1 (9/5-9/8), Science (4th grade only)
- Scholastic Book Fair (9/7-9/15)
- Parent Teacher Conferences (9/14 & 9/15)
- Student Council Spirit Week (9/18-9/22)
- PTSA Baskin Robbins Night (9/18)
- Family Reading Night (9/19)
- 5th Grade San Diego Parent Night (9/21)
- Fall Break (9/25-10/15)
- Fall Intersession (9/25-9/28)

Recognitions:

Mrs Kurz shared she thought the start of the school year was fantastic, there was a nice smooth flow to the beginning of the year. The communication was effective, to include the new format of the newsletter, very colorful!

Ms. Salerno recognized Mrs. Bates for being s flexible and incredibly positive to each of us!

Mrs. BeBono is completing her principal internship and recognized Mrs. Bates on all of her expertise and is grateful for the opportunities and experiences she has provided outside of the textbooks.

Mr. Kruszewski recognized the school holding an activity fair and presenting such an organized afterschool activity club packet for the parents to review when deciding what club or activity their children would join.

Mrs. Bates recognized the following individuals/groups:

Recognized Cottonwood's Core Team, led by Kelly Campbell, and members, Marci Becker, Bonnie Bordner, Chrissy DeBono, Tricia Ferguson, Samantha Frantz, Jaime Harris, Krista Hooper, Stephanie Magnuson, Sam Morris, Jill VanAsdlan and Pat Vetta for planning activities that promote a positive school climate.

Recognized the new PTSA Board, Tasha Blum, Meridy Twilling, Kari Joanides and Julie Bermont for providing all staff welcome back lunches, creating a room parent connection with every classroom, and mindful planning on ways to promote connectedness with our community.

Recognized the entire CWE staff for a smooth and successful start to the school year!

Recognized Chrissy DeBono for coordinating the Club Fair and for helping to create the activity/club packet.

Recognized the front office staff-for being warm and welcoming to guest, and providing great customer service.

Consent Agenda:

A. Field trips: **(None)**

ACTION

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

Scholastic Book Fair, September 7-18, 2017

Scholastic Book Fair, February 1-9, 2018

ACTION

Mr. Kruszewski moved to approve the consent agenda as presented. Mrs. Saldaña seconded, the motion carried.

Old Business: (None)

New Business:

INFORM & DISCUSS

Discussions took place on the following topics:

- A) **AZ Merit** – Mrs. Bates shared Math and ELA AzMerit testing data on how Cottonwood and the rest of our Vail schools results were with the AzMerit test in comparison with the rest of the school districts in Arizona.
- B) **EEP Plans** - Mrs. Bates shared the EEP plans for the upcoming school year. Teachers submit abstracts for different programs that they are interested in coordinating for our students for the upcoming school year. The Site Council reviewed the plans and approved them.

Mrs. Kurz moved to approve the EEP plans for the 2015/2016 school year, Ms. Salerno seconded, the motion carried.

- C) **Afterschool Activities and Clubs**– Mrs. Bates presented Site Council with a list of the afterschool activities and clubs for the 17/18 school year.

Mr. Kruszewski approved the Afterschool Activities and Clubs as presented. Mrs. Saldaña seconded, the motion carried.

- D) **Tax Credit Information/Use of Undesignated Funds** – Mrs. Bates shared that **throughout the 17/18 school year, extracurricular activities that are tax credit eligible, may need to use greatest needs, also known as undesignated funds, that is prior year carry over as well as current year greatest needs/undesignated contributions for extra expenses to include stipends, tutoring, resources and materials not to exceed \$15,000.**

Mr. Kruszewski approved the Tax Credit distribution as presented. Mrs. Kurz seconded, the motion carried.

- E) **Solar Panels** – Mrs. Bates presented a diagram showing where the solar panels will be installed on our campus. They will be installed over two of our parking areas and also completely covering our area our basketball courts. Unfortunately, the project does not have a timeline of when installation will be complete.
- F) **Family Handbook** – Mrs. Bates shared that Cottonwood’s family handbook is not up to date and she would like the Site Council’s input to develop a new document. There are several family handbooks of other schools around the district that Mrs. Bates would like to share with the Site Council and suggested that we study this item at another meeting.

- G) **CWE Capital Budget 2017/2018 School Year** - Mrs. Bates presented the M&O, used for materials and supplies, and Capital, used mostly for furniture or computer items, budget for Cottonwood for the 2017/2018 school year. Mrs. Bates shared information regarding the Impact Aid and Indian Gaming budget as well as how Tax Credit and the Facilities account is used too. There was discussion on how funds were distributed to the teachers and how the budget has changed dramatically over the years.
- H) **Town Hall Meeting Feedback** – Mrs. DeBono shared information regarding a Town Hall meeting she is coordinating that will take place at Cottonwood on October 26th in conjunction with Family Reading Night. The Town Hall meeting is an opportunity to bring parents and our community together to share information about Cottonwood. We will begin with everyone meeting as a whole in the MPR, then breaking away into different sessions. Mrs. DeBono asked the Site Council for ideas about what they might like to have discussed within the different sessions. The topics shared were, what a school day might look like, break down what bonds and/or tax credit information, how to volunteer, how to access Powerschool, show how the students take a DMS or how STEEP testing works.
- I) **Teacher Request Process** – Mrs. Bates shared that currently, Cottonwood does not have a teacher request policy in place and therefore, would like to have one implemented by March 2018. Student placement at the end of the school year is an extensive process and is of greatest importance that classrooms are properly balanced. Policies for teacher requests vary around the school district, and Mrs. Bates would like the Site Council to view other schools guidelines and policies and asked if this item could be moved to be a study item at another council meeting so we can later vote for a formal policy.

Mrs. DeBono moved to hold the next meeting on Tuesday, September 19, 2017, Ms. Salerno seconded, the motion carried. Mrs. DeBono moved to adjourn the meeting at 5:35pm, Mrs. Kurz seconded, the motion carried.

Submitted by: Dawn Ball, Acting Clerk

Date

SITE COUNCIL APPROVAL:

Mary-Helen Douglas, Chair

Chrissy DeBono, Teacher Member

Tracy Kurz, Clerk

Kristin Salerno, Teacher Member

Amanda Jensen, Parent Member

Carol Saldaña, Classified Member

Tom Kruszewski, Community Member