

VAIL SCHOOL DISTRICT
Cottonwood Elementary School
Site Base Council Meeting Minutes
August 18, 2016, 4:30 PM

The meeting of the Cottonwood Site Base Council was called to order by Mrs. Tracy Kurz. Members present were: Mrs. Mary-Helen Douglas, Mrs. Amanda Jensen, Mrs. Stacy DeMarco, Mrs. Pam Maguire, Mrs. Anabelle Pearson, Mrs. Chrissy DeBono, Mrs. Carol Saldaña. Mr. Tom Kruszewski and Dawn Schmidt were absent. Also present included, Brittany Camden, Natascha Blum, Stephanie Magnuson and Mrs. Bobbi Mayeux.

Election of Site Council Chair: Mrs. DeBono nominated Mrs. Kurz, Mrs. Saldaña seconded, motion carried. With no other nominations, Mrs. Kurz was elected.

Election of Clerk: Mrs. Jensen nominated Mrs. Douglas, Mrs. Kurz seconded, the motion carried. With no other nominations, Mrs. Douglas was elected.

Establishment of dates, times and place for meetings of the Site Council: Mrs. DeBono moved to keep the meeting time and place, on the 3rd Tuesday of every month at 4:30 pm, in the Cottonwood Elementary conference room. Mrs. Saldaña seconded, the motion carried.

Mrs. Pearson moved to approve the Minutes of May 10, 2016, Mrs. Jensen seconded, the motion carried.

Member Reports:

No Member reports given

Administrative Report: Mrs. Mayeux reported on the following:

- Current Enrollment: 616 (projected 540)
- Thank you to out going SBC members: Dawn Schmidt, Stacy DeMarco & Pam Maguire. Welcome new members: Amanda Jensen, Mary-Helen Douglas & Chrissy DeBono.
- Resignation of Yasmeen Herrick
- Transfer-Shawn Ortega to Esmond Station
- New Classified Hire: Scott Baumann, Donald Elliot, Amy Gonzalez-Sped Paras, Deborah Thompson-Student Data Coordinator & Laureena Morgan-Health Aide
- New Certified Hire: Jaime Harris & Kelly D'Anthony-3rd grade, Melissa John, Sydney Massey & Tricia Ferguson-4th grade, Kristin Rollin, Stephanie Bellus & Samantha Frantz-5th grade, Karen Cross-STEM teacher, Bailey Bloomfield-Sped teacher and Marci Becker-new 2nd grade teacher

August Activities:

- Read A Thon Continues! (8/8-8/19)
- VEF Entertainment Book Fundraisers (8/8-8/29)
- Half Day-Teacher Inservice (8/17)
- Student Council-School Wide Campaigning Week (8/22-8/26)
- Fall Picture Day (8/24)
- Student Council Speeches/Voting (8/28)
- Kinder Open House (8/25)
- PTSA Social @ Chuys (8/26)
- Voting in Library (Library Closed!) 8/30

- ELP Open House (8/30)
- Half Day-Teacher Inservice (8/31)
- Read A Thon Awards Assembly (8/31)

September Activities:

- Papa Johns Delivery Night (9/1)
- Labor Day-No School (9/5)
- Benchmark Testing #1 (9/6-9/9), Science (4th grade only)
- Title One Parent Night (9/7)
- Family Reading Time (9/8)
- Scholastic Book Fair (9/12-9/23)
- Parent Teacher Conferences (9/15 & 9/16)
- Bus Evacuation Drill (9/22)
- Fall Break (9/26-10/14)
- Fall Intersession (9/26-9/29)

Call to the Public:

Mrs. Stacy DeMarco addressed the Site Council with a few parking lot concerns. Mrs. DeMarco is happy that we are recognizing our volunteers, but shared that the Volunteer of the Month parking space sits empty at dismissal and would like us to come up with a better solution. Mrs. DeMarco also shared that she believes the Cottonwood staff is doing a wonderful job at directing traffic; the entrance to the school at dismissal gets blocked and congested. Mrs DeMarco feels that there is a need for our school to share with parents the proper parking lot procedures. Mrs. Kurz and the Council listened to her concerns. Mrs Kurz noted that the matters will be on the September agenda for the Council to discuss and thanked Mrs. DeMarco for her time.

Recognitions:

Mrs. Saldaña recognized all staff for their efforts in coordinating the Reading Under the Stars event for our students and their families. Mrs. Saldaña shared that there were many positive comments from parents on what a wonderful time it was.

Mrs. Kurz recognized the PTSA board for their membership drive. The process seemed very efficient with the handling of the orders from the Spirit store and that she received her items quickly! The PTSA handed out items that they already had in stock and should be receiving the items ordered very soon.

Mrs. Mayeux recognized the following individuals:

Cottonwood's Core Team, lead by Kelly Campbell, and members, Bonnie Bordner, Brittany Camden, Lexi Catalan, Chrissy DeBono, Stephanie Magnuson, Krista Hooper, Sam Morris, and Jill VanAsdlan for planning activities that promote a positive school climate. They planned a successful welcome back school staff picnic and after school activity fair.

New PTSA Board, Tasha Blum, Meridy Twilling, Pilar Martinez-Baker, and Kari Joanides 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.

Carol Saldaña for always being available to jump into other duties by playing comet and for holding down the office while we were short staffed.

Consent Agenda:

ACTION

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

Kindergarten to Sabino Canyon, January 11, 2017 (Bunch)

Kindergarten to Sabino Canyon, January 12, 2017 (Pearson)

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

ACTION

Coyotes Caught ACTing Skate Night, August 5, 2016

Reading Counts Papa Johns delivery Night, September 1, 2016

Scholastic Book Fair, September 12-23, 2016

Student Council Skate Night, December 9, 2016

Student Council Skate Night, January 27, 2017

Scholastic Book Fair, February 2-10, 2017

Reading Counts McTeacher Night, February 15, 2017

Kindness Club Skate Night, May 5, 2017

Mrs. DeBono 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) **CWE Assessment** – Mrs. Magnuson, Cottonwood’s Student Achievement Teacher, shared a presentation about what an assessment is, how we prepare our students, what DMS (Daily Math Skills) look like with students, about what formative testing is and how it is something that is done at the end of each week to check how well each student has learned the standards that were taught. The formative results help prepare the teachers on who needs to attend reteach and enrich. Mrs. Magnuson also shared about Benchmark test, which is a culmination of all the standards learned throughout the entire quarter, and how it is given to students at the end of each quarter. She also mentioned about the AzMerit test which is given to 3rd-5th grade students and the #1 goal is for them to be feel ready and to be successful while testing.
- B) **PTSA Information** – Mrs. Blum provided information regarding PTSA membership drive and future events that will be taking place. Mrs. Blum shared that the membership drive has been a big success and is looking forward to more ways to promote membership within our school. Mrs. Catalan’s class won the membership drive contest and will be rewarded with a popcorn party. The Boo-Hoo/Yahoo room located in the library on the first day of school for our parents seemed to go well! The first coffee with Mrs. Mayeux where parents were able to join Mrs. Mayeux in the library to mingle and ask questions with Mrs. Mayeux, was another success and will continue monthly throughout the school year. There are several upcoming events that PTSA is sponsoring, a Social gathering at Chuys for parents and staff will be on August 26th, a PTSA meeting will be on September 19th at 2:15pm, and there will be a Fall Festival planned on October 21st where each grade level will have one or two booths, there will be a DJ, food trucks, a pumpkin carving contest and should be lots of fun!
- C) **Afterschool Activities and Clubs Tax Credit Information** - Mrs. Mayeux shared that throughout the 16/17 school year, extracurricular activities that are

tax credit eligible, may need to use greatest needs, also known as undesignated fund, 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. Site Council was in agreement with using the tax credit monies for this purpose.

Mrs. Douglas approved the Tax Credit distribution as presented. Mrs. DeBono seconded, the motion carried.

- D) **Cottonwood Data** – Mrs. Mayeux shared how well Cottonwood and the rest of our Vail schools results were with the AzMerit test in comparison with the rest of the state of Arizona schools.
- E) **CWE Capital Budget 2016/2017 School Year** – Mrs. Mayeux shared information regarding the capital budget amount for Cottonwood. A capital fund helps pay for furniture, tangible items and infrastructure items such as blinds and technology. It is a use it or lose it fund. Typically the capital budget given to a school is very low. The initial budget given for the year to Cottonwood was \$9610, but due to the district receiving extra funds from charter school monies, we were given an additional \$40,029.66, bringing our capital budget to a grand total of \$49,639.66! Mrs. Mayeux shared how excited she was to be able to use that money to purchase must needed items for around our campus!
- F) **Dean of Students Role** – Mrs. Brittany Camden, Cottonwood’s Dean of Students, shared a presentation to the Site Council of what her new role looks like at Cottonwood. Mrs. Camden provides student and parent support and she will also be handling discipline issues. Mrs. Camden is also our Student Services Coordinator, which helps our families that might be in need of additional assistance. There is a backpack program and food baskets that are given out during the holiday seasons. She provides Character Education lessons to our students and is also our 505 coordinator. Mrs. Camden wears many hats here at our school!
- G) **CWE Boundary for 16/17 School Year**- In addition to Cottonwood absorbing the housing development off of the Houghton and Valencia area known as Desert Willows for this school year, Cottonwood will be accepting enrollments from the new development off of the I-10 and Wilmot area known as La Estancia. It is expected to have 2500 new homes once completed. As of today, we have one family that has joined Cottonwood from that area.
- H) **First and Second Grade Teacher Transition** – Due to our student numbers increasing in our first and second grade classrooms, Cottonwood has started the process of hiring a new teacher for each grade level. We are fortunate to have found a teacher for our 2nd grade team! Marci Becker will be joining Cottonwood soon! Mrs. Mayeux shared her biography along with all of the other new teachers to Cottonwood for this school year. Now that we have a teacher selected for 2nd grade, each family will be receiving a letter from Mrs. Mayeux sharing how she will be keeping the best interest of the students in mind as they plan the classroom, asking for volunteers to move their son or daughter into the new teachers classroom, making sure the classroom is balanced and that the new teachers class might be a very small class size. We are looking forward to making the transition to the new classrooms as seamless as possible. We are still interviewing possible candidates for the first grade position and are hoping to fill the position soon.

Mrs. Saldaña moved to hold the next meeting on Tuesday, September 20, 2016, Mrs. Pearson seconded, the motion carried. Mrs. Douglas moved to adjourn, Mrs. Saldaña seconded, the motion carried.

Submitted by: Dawn Ball, Acting Clerk

Date

SITE COUNCIL APPROVAL:

Tracy Kurz, President

Chrissy DeBono, Teacher Member

Mary-Helen Douglas, Clerk

Anabelle Pearson, Teacher Member

Amanda Jensen, Parent Member

Carol Saldaña, Classified Member

Tom Kruszewski, Parent Member