

## Site Council Minutes

8/25/08

**In attendance:** Georgia Shimkus-Administrator, Kelley Schneider-Teacher, Kathy Anderson-Teacher, Carla Fisher-Teacher, Sue Race-Teacher; Sally Rath-Support Staff, Janet DeCero-Parent, Lori Davis-Parent, Lori Rodriguez-Parent

**Absent:** Cindy Wagner-Parent, Deb Menendez

Facilitator – Georgia; Recorder – Sally; Time Keeper – Carla

**Minutes from last meeting/Agenda:** Georgia explained how we review and approve minutes at Site Council meetings. Minutes from the May meeting were reviewed. Kathy Anderson made a motion to approve the minutes. Carla seconded the motion. Motion passed with 9-0.

**School Update:** Georgia mentioned that there is a “suggestion pocket” for Site Council on a new Site Council bulletin board in the main school hallway. This was a suggestion made on the PIRC survey from last spring. Agendas and minutes will be posted on this bulletin board. Georgia suggested a group photo for the bulletin board so the community knows who the representatives are on the council.

The new bully prevention process has started with our school bully rules posted throughout the school and presentations made to the students in their classrooms. A new behavior communication tool was also implemented.

### **Introductions:**

Each member introduced themselves and shared their position at the school. The parent representatives shared their children’s grade levels and their previous schools they may have attended.

### **Role of Site Council and Procedures:**

Georgia explained the role of Site Council members and the procedures used in meetings:

Work of Site Council:

1. Chart a vision, mission and school philosophy
2. Consider issues important to teachers, parents, and community at large.
3. Serve in an advisory capacity to principal
4. Review school goals and annual plans
5. Promote positive public relations for the school
6. Determine the use of tax credit donations

Roles: recorders take minutes, checks for accuracy, checking collective memory of meeting events. The minutes will be posted on the new Site Council board and posted on website, as well as being emailed to the members.

Timekeeper: Keeps the meeting on track to be conducted in a timely manner.

Georgia reviewed definition of consensus and norms for meeting communications. We do operate under open meeting laws. This means that all meetings are open to the public; they can listen to the proceedings but are not asked to speak at the meeting. We have to be aware that emailing issues related to the site council violates the open meeting laws. A quorum is necessary. Any matters regarding the public should be discussed in public.

Agendas need to be prepared 24 hours in advance. If anyone wants an item to be listed on the agenda, notification must be made before 24 hours in advance.

We operate under Roberts Rules of Order.

**Tax Credit:** Georgia explained the legal uses for Tax Credit funds. She also explained that an important role of the Site Council is to help determine how those funds will be spent according to the legal guidelines. In the past, \$1000 has been budgeted for each grade level for field trips.

Starting balance is \$24,779.

\$9550 earmarked /committed to use for items voted and approved at the May 2008 meeting. These items are listed in the minutes from the May 2008 meeting.

Carla made a motion to put \$3500 in the field trip category. The remaining \$2500 will be funded by PTO gifts and donations totaling \$6000, which amounts to \$1000 per grade level. Kelley Schneider seconded the motion. Motion passed with 9-0.

Remaining balance would be: \$9229.

**Enrichment Advisory Board:**

Georgia explained the Enrichment Advisory Board. Members are parents Elizabeth Graham, MaryHelen Slater, and Lisa Ritchie, along with Elaine Villarreal, support staff representative, and Georgia, administration. They met in May and July. Minutes from the meetings can be found on the Enrichment Advisory Board webpage linked from the Monte Vista web page. Current enrollment numbers in fall enrichment classes:

Brain busters: 14

Chess: 19

Homework Club: 2.

Lion's Roar Chorus: 8

Running Club: 13

Golf: 7

Young Rembrandts: 10

Spanish: 10

Next advisory board meeting will work on a survey to send out to the community to get feedback and interest in enrichment classes.

**Tax Credit Proposals:**

Masterpiece Art: dry mounting new prints; membership for school to visit Phoenix Art Museum for free, as well as replacing materials/supplies, totaling \$1675.

There was discussion regarding asking the Masterpiece Art Committee for an itemized list of what supplies were purchased for \$1500 last year and what was used. There was concern that the \$1500 amount would become an ongoing expectation every year.

Kathy Anderson made a motion to approve \$175 to cover the cost of dry mounting prints and renew art museum membership and ask for an itemized list of supplies that would be needed. Kelley Schneider seconded the motion. Motion passed 9-0.

The second request is to approve \$2850 for an intramural/lunchtime duty person. Carla made a motion to approve that and it was seconded by Janet Decero.

Motion passed with 9-0.

\$8704 is our remaining balance of available tax credit funds.

**Meeting dates:**

September 22

October 20

November 24

January 26

February 23

March 23

April 27

May 11

Dates are tentative and meeting times would be 3:30 – 5:00 in the school library.

**Next Agenda:**

September 22

Tax credit update, School Improvement plan, Tax credit approvals

If anyone has additional agenda item suggestions, please notify Georgia prior to 24 hours in advance of the meeting date.

**Snacks:** Kathy