

Minutes for Building Leadership Team (BLT) – February 23, 2016

Present: Katie May, Angie Jenkins, Catharine Nagel, Trinia Washington, Laurie Kazanjian, Susan Kingsbury, Bill Brewster, Kimber Kierstead, Anne Lyons, Katie Humphreys, Tara Kohls, Sam Egelhoff, Noelle Mathias.

Meeting Minutes: The BLT approved minutes from meetings held on 12/15 and 1/26.

Norms: The group reviewed BLT norms.

BLT Bylaws: The team reviewed proposed Bylaws for the BLT and approved them, subject to revisions. The team approved a motion for Katie to make the revisions and then post the Bylaws on our school website and the staff shared drive.

Summary of key revisions:

- *Membership:* all three programs (Peace, HCC, Gen-Ed) will have teacher representation. The PTA may provide input on selection of the at-large parent reps, if needed. The “Terms” section will follow the “Selection” section. Representatives gather input from colleagues via meetings or email.
- *Roles:* The principal will be the Facilitator (who makes sure ideas are valued) and the Notetaker will rotate among BLT representatives.
- *Schedule:* Monthly meetings will be held during the school year.
- *Agenda:* BLT representatives have the discretion to address issues raised by community members in another forum if the issues do not fall within the scope of BLT. Non-BLT members who observe meetings may submit questions to the BLT before or after the meeting.
- *Restrictions:* BLT decisions will align with applicable laws, regulations, policies, bylaws, and legal agreements.
- *Quorum:* The minimum number of members in attendance must be two-thirds of the membership.

2016-17 School Budget:

- The group discussed a document that Katie circulated entitled “16-17 Budget Considerations” (attached to end of these minutes). This document identifies discretionary school spending allocations (not PTA expenditures) that were in place for the current school year. Katie explained each program/expenditure.
- Katie indicated that this document is “a starting place” that the team can consider when deciding what programs to keep or discontinue in favor of other programs/initiatives/expenditures.
- The PTA has been supportive of priorities set by BLT and works cooperatively with Katie when making funding decisions.

- Trinia asked the team to consider how expenditures align with 1) Race and Equity; 2) African American Male Initiative; and 3) Family Engagement Action Team (FEAT). Katie noted that staff who participate in Race and Equity meetings are compensated by the District. Our school does not currently have FEAT. Team discussed options for funding African American Male Initiative at TM (food, materials, professional development).
- Sam proposed that we consider what other schools are doing with initiatives like Literacy Night (new this year at TM).
- Katie indicated that sending teachers to Columbia Teachers College in NYC for Readers Workshop training is valuable professional development as well as an effective recruiting/retention tool.
- Trinia requested that if literacy tutors are hired for next year, they be deployed to students according to need in the primary (K-2) classrooms. Anne indicated that tutors supported some second graders this year, and they would do so in the future.

Next Steps for 16-17 Budget:

March 1: Meeting of BLT to discuss budget allocations

March 9: TM staff discusses budget allocations

March 16: Katie delivers budget allocations to the District

16-17 Budget considerations:

Roots of Empathy - \$275 per classroom (this year 3 classes for \$825)

Dreambox – \$6000 program; Staffing -\$4000

iRead – free again for next year; following year may cost around \$6000

EnVision consumable materials for K-2 – for 6 classrooms: \$4500 – don't have to pay, up to price of MiF.

Materials for additional classrooms: Capital not bldg. funds

Tutors: \$10,000 per tutor (we fund 2, PTA funds 2)

Additional ELL time: (Cathy) - .2 was needed this year - \$23,000

Read 180 Intervention program: .2 FTE - \$20,000

Summer School Expenses: (salary for 3 teachers – Egelhoff, Sheridan, Washington): \$12,000

Summer Library Program (Merilee's time to keep the library open): *It looks like last year she worked 15 hours over the summer and the total cost was \$702.48, or an average per hour cost of \$46.83. (This was closer to \$1,000 – TK also subbed for her several times).*

Training costs/conference:

6-7 staff to attend PLC Conference- Team of 8 costs \$649 each= \$5200

TC Expenses for 2 staff members including registration, airfare, hotel:

registration: \$875 (3)= \$2625

Airfare: \$1000 (2)

Hotel: \$1500 (for 2)

Total: \$5125

Jody McVittie's Consulting time for Data Team: \$2000??

Furniture: \$2000