**James B. McMillan Elementary School**

**School Organizational Team Minutes**

**January 15, 2019 - 5:00 p.m.**

The James B. McMillan Elementary School Organizational Team meeting was called to order at 5:00 p.m. January 11, 2019. The meeting was held in the multipurpose room at James B. McMillan Elementary School.

**Members present:**

*Meggan Fowler*

*Cheri Griggs*

**Non-Voting Members present:**

*Antoinette Irby*

*Nikki Longmore*

**Members absent:**

*Mayra Garcia*

*Cristian Silva*

The minutes from the meeting dated December 11, 2018 were presented and approved unanimously. The SOT leadership elections were tabled until the February meeting when all members could be present.

**Old Agenda Items**

* **SOT TEAM NORMS.** Further discussion was TABLED again due to not having a full board present. Mrs. Fowler will reach out to Mr. Silva, as he is the parent of one of her students. Mrs. Griggs will contact the office manager for contact information for the next 2 parents from the elections.

**New Agenda Items**

**TEAM NORMS**. Discussion on norms was TABLED until next meeting.

**MEETING PROCEDURES**. TABLED until next meeting.

**STRATEGIC BUDGET PLANNING.** It was shared with Mrs. Irby that the Title I allocation for 2019-2020 is about the same as this year’s allocation; at this time, the Title I budget has not been released. For the Strategic Budget, we need an enrollment of 550 students to have the Assistant Principal allocated 100%. The per pupil allocation increased from $84.47 to $120.00. SOT had asked at the December meeting for stats on our Site-based tech. Mrs. Irby shared that the SBT has completed 149 work tickets this school year with 13 of them in the last 7 days and 39 tickets in the last 30 days. Mrs. Irby also discussed the CCEA contract requirements for librarians and library aides. Regarding the Read by Grade 3 Budget, Mrs. Irby shared that she submitted a grant over Winter Break to fund the Read by Grade 3 Learning Strategist position.

**General Discussion**

* **Agenda Planning: Items for Future Agendas**

The committee identified future agenda items:

* Review of the Norms and meeting procedures
* Root cause discussion for the reduction in behavior incidents from 2017 to 2018.
* Strategic Budget discussion

**Information**

* **Next Meeting.** The next meeting will be held on February 12, 2019 in the James B. McMillan ES multipurpose room.

**Public Comment: none**

The meeting was adjourned at 6:18 p.m.