



James B. McMillan Elementary School  
School Organizational Team Minutes  
April 14, 2020

The James B. McMillan Elementary School Organizational Team meeting was called to order at 4:30 p.m. on April 14, 2020. The meeting was held via teleconference call due to Nevada's restrictions on social gathering and School Closure.

**Members present:**

Jayne Jensen  
Cheri Griggs  
Shanna Savala  
Danielle Welty

**Members absent:**

April Turner  
Tess LaCroix

**Non-Voting Members present:**

Antoinette Irby  
Nikki Longmore

The minutes from the meeting dated March 10, 2020 were presented and unanimously accepted without change.

**Recognition**

- Mrs. Irby started the meeting by extending a Thank You to everyone, including parents (i.e. Doctors and Nurses). Mrs. Irby also recognized the students who are working online or paper/pencil, doing what they can to continue their learning.

**New Agenda Items**

- **Distance Learning.** During school closure (quarantine), 172 of 534 students are actively using iReady. Study Island usage: 113 students out of 394. Regarding myOn, the numbers are for the whole school year: 24,073 books read over 5,916 hours. Videos, assignments, and resources are being shared by teachers, the Safe School Professional, and the Counselor. The Specialist teachers are also offering resources during phone calls and by email. Per CCSD, attendance is taken by parent-teacher two-way communication.
- **Technology Deployment.** Mrs. Irby has a team that she is working with to structure the distribution of chromebooks. Per Dr. Jara, distribution will be to students in grades 2-5 who have a need and/or who have internet access in their homes for distance learning. Deployment should begin in about a week. Details include identifying who needs a chromebook, delivering the equipment, signing release forms safely, barcoding the equipment, and setting a precise schedule where only a parent can pick up the chromebook (not an older sibling).
- **End-of-Year Activities.** Administration will be conducting teacher evaluations via phone conference. Additionally, administration is preparing the end-of-year procedures and budget. Mrs. Jensen asked about the unused tutoring funds. Mrs. Irby suggested that virtual tutoring could be

an option during the 3:40-4:40 tutoring time slot. Assignments would need to be planned. Google Meet is a possible resource. Typically there is no carryover of Title I funding.

- **New school website.** Mrs. Irby shared that she has been working with an outside agency (Education Network) to design and host a new website for our school. It was approximately \$3,000 and paid for by our energy rebate. It will highlight students and their achievements, teachers, upcoming events, etc. Each teacher will have their own page on the site to use if they so choose. It will be connected to the District GAFE accounts, so, as things are changed in Google Calendar, the updates will automatically change on the website. The site will also carryover the data currently housed on our Wix platform website. The site may support a school app that parents can download as well. There will be a dropbox where parents can share photos. It is vibrant, has better graphics and clearer photos, and features our school colors. After the presentation, Mrs. Irby asked for SOT to vote to approve the site. It was accepted unanimously.

#### **Old Agenda Items**

- **2020-2021 Budgets.** Reiterated the staffing allocations for 2020-2021 school year. Regarding the SB178 budget, we are approved for Saturday School for SBAC prep, Learning Strategist for intervention, a 4th grade teacher, and ReadyGen reading curriculum. Regarding the ELL/Title III budget, we had an allotment of \$5,742. This will include Imagine Learning software for all ELL students - not just Spanish-speaking students.
- **School Performance Plan, 2020-2021.** The plan has been approved by the Region Superintendent for the coming school year.
- **Absences.** Although we were in school for a partial month for March, there were 536 absences. Administration noted that some parent phone numbers are disconnected and some are blocked. This was identified by the ParentLink system. ParentLink can also identify when parents hang up prior to the completion of the message. Teachers are doing their best to get updated contact information from parents during their weekly calls to student families.
- **Public comment:** No public comment.
- Meeting was adjourned at 5:31 p.m. The May meeting will be held on Tuesday May 12, 2020 at 4:30 p.m. Location will be teleconferencing following the Governor's social distancing orders.