

Tarkanian Middle School
School Organizational Team Minutes
September 25, 2017

The Tarkanian Middle School Organizational Team meeting was called to order at 3:30 PM on September 25, 2017. The meeting was held in the principal's conference room.

- **1.0 Welcome and Roll Call**

Members Present:

Matty Adrianzen, Teacher Representative (incoming)	Caroline Hall, Parent Representative, Vice Chairperson
Andrew Hardin, Parent Representative (incoming)	Nancy Lager, Support Staff Representative
Jessica McAllister, Teacher Representative (incoming)	Heather Mounts, Teacher Representative, Chairperson
Reece Oswald, Incoming Principal (non-voting)	

Members Absent:

Justin Bastin, Student Representative (non-voting)	Tim Bungum, Parent Representative
Damian Costa, Parent Representative	Marissa Gaut, Teacher Representative, Secretary
Stephanie Hansen, Parent Representative (incoming)	

- **2.0 Old Business**

- 2.1 APPROVAL OF MINUTES: Presentation, modification, and approval of minutes from the previous SOT meeting.

Minutes: Motion to accept minutes with a notation about the change to the September meeting date from week of 9/18 to 9/25 was made, motion seconded, and those present voted unanimously to accept minutes.

- **3.0 New Business**

- 3.1 BUDGET: General discussion and possible action regarding adjustments that need to be made to the 2017-2018 budget.

Budget: Dr. Oswald explained to the team that the Spring budget is based on projected enrollment and the Fall budget is based on actual enrollment and the number of students sitting in seats on Count Day (09/08/2017). At the middle school level, we receive \$3,761 per student and when our numbers came in 12 students under the projection, this resulted in a decrease in funds. In addition to this, the budget also saw a loss in dollars due to the increases in administrative salaries and the one-time administrative salary retro payments.

Overall, this resulted in the funds Tarkanian was allocated being \$137,000 lower than the spring budget had projected. While this budget is lower than expected, Tarkanian is fortunate in that we will not have to cut teaching positions or surplus teachers; just prior to the school year, two members of the licensed personnel staff left Tarkanian for other opportunities and based on the timing, the administrative team elected not to fill the positions. To make up for the loss of these licensed positions, TMS hired two CTTs to help operate the library and we have purchased teacher prep periods to make up for the loss of the Spanish teacher. The purchase of teacher preps means that Tarkanian is able to continue to offer students the opportunity to earn a high school credit by taking an Early-Bird Spanish class (run by Nevada Learning Academy (NVLA) using Canvas, an online Learning Management System) and Tarkanian is also able to provide alternative elective offerings for students who had originally been scheduled into classes that had to be eliminated due to the departure of the Spanish teacher.

As is common with schools, personnel and salaries make up approximately 85% of the budget and the remaining 15% is allocated for supplies and services. To date, the school has spent about \$200,000 of the supplies and services budget on one time purchases like textbooks or on items essential for the day-to-day operation of the school. At this time, Dr. Oswalt thinks the remaining funds will be adequate to fulfill the needs of the school for the rest of the year.

The HOPE² Budget was also reviewed. We discussed the Tarkanian Alternative to Behavior School (TABS) program and the way teacher prep periods have been purchased to provide support to TABS students on a consult basis. We also discussed the funding of the support staff position to supervise the TABS students, the extended day TABS students attend, and the support the HOPE² funds provide for our school-wide PBIS program.

The Title 1 Budget and its amendments were discussed. The promotion of the data strategist into the vacant dean position meant that the money allocated for the strategist position was able to be diverted to purchasing technology. The funds are being spent to purchase classroom computers and Chromebooks, with the preliminary goal being to fund the purchase of 20 Chromebooks and docking/charging stations for every math, English, and science classroom on campus.

Action: A motion was made to accept the changes to the budget as presented. The motion was seconded. The members present at the meeting (existing and incoming) voted unanimously to accept the changes to the budget.

- 3.2 TITLE 1: General discussion and possible action regarding the Title I Parent and Family Engagement Plan.

Title 1: The Title 1 allocation requires the completion of a Parent and Family Engagement Plan (PFEP) to support and encourage the involvement of parents in the school community. To date, several parent and family events have already been offered: four days of sixth grade student orientation (August 1-4), two back-to-school nights (August 7-8), Open House (August 31), three Pastries with Parents events (September 7, 14, 21), and one FACES educational evening (September 20). As the school year progresses, we plan to continue to offer monthly opportunities for parents to come on campus through PAC meetings, SOT meetings, and FACES educational events. There will also be one-time events like Awards night to welcome parents and families onto the Tarkanian campus.

Action: A motion was made to accept the Parent and Family Engagement Plan as presented. The motion was seconded. The members present at the meeting (existing and incoming) voted unanimously to accept the plan as presented.

- **4.0 General Discussion**

- 4.1 UPDATES: Traffic, Facilities, Staffing, Budget, Fall SOT Elections, Beginning of the Year Information

SOT Parent Elections: Elections for the 2017-2018 parent positions were held on Thursday, August 31st from 7:00 a.m. to the end of Open House (approximately 7:30 p.m.) in the Principal's Conference Room in the front office.

Caroline Hall, Andrew Hardin, and Stephanie Hansen were elected to the three positions.

SOT Student Elections: Elections for the 2017-2018 student positions were held in conjunction with student council elections on September 20th. Nina A, a sixth-grade student was elected to represent Tarkanian students. The results were announced to the student body at the Spirit Assemblies on September 22nd.

SOT Teacher Elections: CCEA, the teachers' union, held the election for teacher representatives. Matty Adrianzen, SEIF, and Jessica McAllister, seventh-grade counselor were elected to the two positions.

SOT Support Staff Elections: ESEA, the support staff union, held the election for the support staff representative. At this time, we do not know the results of that election.

PAC and SOT Meetings: Parent Advisory Committee meetings will start in October and will be the first Tuesday of every month at 9:30 AM in the principal's conference room. PAC meetings are open to the public; Dr. Oswald is looking for a group of parents to create the agenda and run the meetings with his support. Starting in October, School Organizational Team meetings will also be held the first Tuesday of every month at 3:30 PM in the principal's conference room. Meetings are open to the public and agendas will be posted on the Tarkanian website three days in advance of each meeting.

- 4.2 AGENDA PLANNING: Items for Future Agendas.

At the next meeting, roles of SOT members will be presented and the team will elect members to the positions.

5.0 Information

- 5.1 NEXT MEETING: Principal's Conference Room, Tuesday, October 3rd, at 3:30 p.m.

- **6.0 PUBLIC COMMENT PERIOD**

- 6.1 Should a member of the public wish to speak on matters within the jurisdiction of the SOT not listed as action items on the agenda, they may speak during the Public Comment Period. Speakers will be given 2 minutes to address the SOT during this time. Public comment during this agenda item shall not exceed 15 minutes. The public should be aware that the SOT is unable to deliberate or take action on the items raised during the Public Comment Period.

The meeting was adjourned at 4:08 PM.