

School Site Council Special Meeting

Minutes

School: Claremont Middle School Date: 20 April 2010

Quorum number in Bylaws: 12

Quorum Present: Yes

Council Members Present:

Roger Alvarado
Margit Birge
Chandra Kendrix
Miquila Alejandre

Kenya Crockett
Rhonda James
Aileen Chang
Qaid Aqeel

Lacy Lefkowitz
Kristofer Brekke
Meuy Saechao
Liz Martin

Introductions: Meeting called to order at 6:45 p.m. by Chandra Kendrix

This was a Special SSC Meeting.

Approval of \$15k expenditures in Title I:

Ms. Crockett explained that she reviewed all budget categories and found money that she transferred to supplies and also \$15k that was originally designated for Teacher Extended Contract – but teachers have not requested this money (except for Geometry teacher). The deadline for transferring monies is April 22. Ms. Chang explained she had submitted request for a contract but had not gotten a response from Ms. Gambrell. Ms. Chang has been tutoring Algebra after-school all year.

Suggestion made to provide extended contracts to all teachers prior to start of school, Ms. Crockett explained that procedure was in teacher's handbook at beginning of year.

Ms. Crockett is requesting that \$15K be used among several classified staff to cover additional duties, including textbook clerk, promotion activities (setting up sound system), enroll students in intervention academies, etc for overtime.

Ms. Crockett stated that Brad Stam has required CMS & Castlemont to log in textbooks at end of year due to past practices of textbooks not

being accounted for (not all schools required so more time is needed from textbook clerk to perform task)

Sumer 2010: There will be two Algebra Academies instead of one.

This year there are fewer staff members here to divide various tasks so there's more need for extra hours from the existing classified staff.

Several teachers stated they were not clear that funds were available to pay them for extra hours of work or tutoring.

Chandra proposes that Ms. Crockett work with teachers to determine how much money is owed for extended contract and the remainder of the \$15k be transferred to pay classified staff.

Ms. Chang estimates that her tutoring time comes to \$1,932; Roger suggests that a deadline be established for teachers to submit timesheets, i.e. 4 pm Wednesday. Ms. Crockett explained that after-school funds could have been used to pay teachers for tutoring, but some teachers understood that those funds were for external hires not teachers – so communication was not clear.

Bonnie stated that parents were told that students had to be part of the after-school program in order to get tutoring in that program – so tutoring availability was unclear.

Ms. Briggs asked for clarification regarding what would qualify for extended contract.

Ms. Crockett will send out an email explaining that extended contract is available: teachers must submit documentation.

Motion: Out of \$15K originally designated transfer \$5k to overtime for classified staff, offer up to \$10K to teachers for extended contract with deadline on 4/21 to submit documentation and any remaining funds used for classified overtime.

Margit made the motion/ Mr. Aqeel seconded – 11 approve, 1 abstention, 0 oppose

Spend Down of Remaining Funds in Parent Education:

Spring Fling cost of \$277 for custodial services, different than past when there was a regular Saturday custodian and communication to

incoming 6th grade parents will require funds these should come out of Parent Education funds. Group agrees that Spring Fling custodial cost can be covered by parent education funds, and give limit of \$300 for upcoming events listed for remaining Parent Education funds.

Upcoming Events:

May 18 – 6th grade orientation

More discussion of:

- Mr. Taylor's Advisory
- 8th Grade Promotion
- Science Night
- Math Night
- 6th Grade Orientation

To encumber money, get invoice from vendor, submit to Edith to make purchase requisition.

8:15pm meeting adjourned.