

# Budget Allocation Meeting Minutes

**Sarah Smith Elementary**

**Date: 1.23.25**

**Time: 3:00**

**Location: Sarah Smith Intermediate Campus Media Center**

**I. Call to order: 3:04**

**II. Roll Call**

Role	Name <i>(or Vacant)</i>	Present or Absent
Principal	Dwight Hutson	Present
Parent/Guardian	Cimona Hinton Dirickson	Present
Parent/Guardian	Ann Mintman	Present
Parent/Guardian	Elizabeth Zielinski	Present
Instructional Staff	Karla Lamar	Present
Instructional Staff	Prissy Stewart	Present
Instructional Staff	Jennifer Moore	Present
Community Member	Laquisha Smith	Present
Community Member	Ben Miller	Present
Swing Seat	Andrea Almario	Present

**Quorum Established: Yes**

**III. Action Items *(add items as needed)***

a. **Approval of Agenda:** Motion made by: **P. Stewart** Seconded by: K Lamar

**Members Approving:** All

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

b. **Approval of Previous Minutes:** *List amendments to the minutes:*

Motion made by: **L. Smith** Seconded by: **A. Almario**

**Members Approving:** All

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

c. **Ranking of Strategic Plan Priorities:** The Go Team discussed reordering the strategic priorities in preparation for the Budget Allocation meeting. They discussed merging goals and getting back to simple priorities. The strategic

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priorities were re-ranked and semantics will be discussed at a later date to simplify and combine. However the team has reranked the priorities as follows:

1. Develop a literate community in which students read and write with clarity and fluency across the curriculum
2. Offer a rigorous curriculum with an enhanced focus on the integration and application of math, science and technology.
3. Create a school wide culture of high expectations, trust and strong communication, **for all stakeholders.**
4. Embed a data driver, multi-tier system of support to improve all subgroup performance in Math and ELA.
5. **Align our IB curriculum to support our diverse population, through academics, the arts, and social-emotional learning.**
6. Offer authentic and diverse professional development opportunities and tiered coaching to increase teacher efficacy.
7. Implement the WCI team with 100% fidelity.

Motion made by to approve the rankings of the strategic priorities: [K. Lamar](#)

Seconded by: C. Hinton Dirickson

**Members Approving:** All

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

#### **IV. Discussion Items** *(add items as needed)*

##### **a. Changes to Gifted Delivery Model**

- i. Principal Hutson notified the go team that the gifted delivery model will be changing in the coming years. Gifted delivery model, cluster group and resource model will be the options for elementary schools in the 2026-2027 school year. Collaboration remains an option in 2025-2026 but is being phased out. Advanced content is available in middle and high schools.
- ii. We will have 300 gifted students next year, including 119 newly identified students.
- iii. The administrative team will be working to devise a plan that best meets the needs of our students.

##### **b. Review Budget Meeting Schedule**

- i. Review and Update *(if necessary)* meeting calendar- There are no changes to the meeting schedule.

##### **c. Budget Allocation Presentation:**

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- i. Mr. Hutson walked the team through the initial budget that he has been allocated. He will be working to develop the draft budget for the next meeting.
- ii. Our total budget is 13,339,226 for a predicted 792 student enrollment. This is a decrease of 54 student from school year 24-25.
- iii. There is a lot of school level flexibility for the budget, and Mr. Hutson will be working to make sure that the priorities and the budget are aligned.

### **Budget Planning & Funding**

- iv. Zero-based budgeting: schools must justify funding.
- v. Sarah Smith's Signature IB program requires a funding request:
  - 1. IB coach
  - 2. 2 foreign language teachers
  - 3. Dues, fees, materials (\$21,141)
  - 4. Total request: \$281,000 (staffing) + \$21,141 (materials)
- vi. Class sizes expected to increase next year.

### **Budget Transparency**

- vii. Mr. Hutson has received allocations but hasn't finalized spending.
- viii. Team requests staffing breakdown before discussing new requests.
- ix. Some positions (e.g., paraprofessionals) have fixed funding.

### **Next Steps**

- x. Final staffing allocations shared next meeting.
- xi. Leadership to align spending with strategic priorities before finalizing budget.
- xii. Security Officers are in the budget- the district is currently filling roles.

## **V. Information Items**

### **a. Principal's Report**

- i. CCRPI
  - 1. Overall Trends: Fifth-grade scores show improvement in reducing the number of students at the Beginning level, aligning with the strategic plan goal of a 10% reduction.

#### **Growth Areas:**

- 2. Hispanic students need additional support in ELA and Science.
- 3. Students with disabilities showed some growth but require more focused interventions.
- 4. Science performance, particularly in fifth grade, remains a challenge. The school has requested district support to adjust curriculum pacing and provide instructional walkthroughs.
- 5. MAP Winter Data: The team reviewed winter MAP assessment results, noting percentile distributions. Comparisons between

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Winter 2023 and Winter 2024 data were discussed to identify trends.

6. Next steps include targeted interventions, curriculum adjustments, and district-supported instructional strategies to improve student achievement across key areas.

b. **Committee Reports**

- i. Ben Miller gave an update on the optional school uniform committee. Ben made a motion to defer the work of the Optional Uniform Committee to consider in the 2025-2026 school year, if it remains an option at that time. Ann made a motion to accept his recommendation; and Karla made a second. Unanimous vote to accept the motion of Ben Miller, chair of the Optional Uniform Committee, to not proceed with further uniform discussions this school year.

**VI. Adjournment**

Motion made by: B. Miller ; Seconded by: [J. Moore](#)

**Members Approving:** All

**Members Opposing:** None

**Members Abstaining:** None

**Motion** [Passes](#)

**ADJOURNED AT** [4:52](#)

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**Minutes Taken By:** [Ann Mintman](#)

**Position:** [Secretary](#)

**Date Approved:** [2.13.25](#)