

**Sarah Smith Elementary**

**Date: February 8, 2024**

**Time: 3:15**

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

**I. Call to order: 3:19**

**II. Roll Call**

Role	Name <i>(or Vacant)</i>	Present or Absent
Principal	Dwight Hutson	Present
Parent/Guardian	Cimona Hinton Dirickson	Present
Parent/Guardian	Mary Posada	Absent
Parent/Guardian	Ann Mintman	Present
Instructional Staff	Bejay Osby (Acting Chair)	Present
Instructional Staff	Jennifer Chestnut	Present
Instructional Staff	Karla Lamar	Absent
Community Member	Laquisha Smith	Present
Community Member	Ben Miller	Absent
Swing Seat	Andrea Almario	Present

Quorum Established: **Yes**

**III. Action Items**

- a. **Approval of Agenda:** Motion made by: **Jennifer Chestnut** Seconded by: **Ann Mintman**  
**Members Approving:** All  
**Members Opposing:** None  
**Members Abstaining:** None  
**Motion Passes**
- b. **Approval of Previous Minutes:** *List amendments to the minutes:* There were no amendments  
 Motion made by: **Cimona Dirickson** Seconded by: **Jennifer Chestnut**  
**Members Approving:** All  
**Members Opposing:** None  
**Members Abstaining:** None  
**Motion Passes**

## IV. Discussion Items

### a. Budget Development Presentation:

- i. Mr. Hutson shared the [Power Point presentation](#) outlining the budget for the 2024-2025 school year.
  - Mr. Hutson reviewed the school's strategic plan and priorities which have been approved by the GO Team in previous meetings.
  - He described the FY25 school priorities along with the rationale for each as it pertains to the Continuous School Improvement Plan. School priorities summarized below:
    1. Creating a culture of high expectations.
    2. Cultivate a global learning community.
    3. Develop a literate community.
    4. Embed a data driven, multi tier system of support to improve all subgroup performance in Math and ELA.
    5. Offer a rigorous curriculum.
    6. Create a well-rounded curriculum.
    7. Implement the Whole Child Intervention Team with 100% fidelity.
    8. Offer authentic and diverse professional learning experiences and tiered coaching.
    9. Foster an active and engaged school community.
  - Mr. Hutson shared the allocation of the budget for Sarah Smith citing specific school priorities, how they are aligned to the APS Five Focus areas, specific strategies for implementation, requests for funding and specific amounts.
  - Summary of the specific positions being requested to be in our school budget which meet the strategic priorities.
    1. Maintain 2 clerks per campus- 4 total
    2. Maintain IB Coach
    3. 2 EIP (Early Intervention Program) teachers- work with students who score at a certain percentage and they offer support, 2 Media Specialists, 1 Instructional Coach
    4. 1 Multi Tiered Support Specialist (Uses different interventions to support growth when individual needs occur and assesses student advancement)
    5. Maintain Math Coach

6. Continue with the same amount of specialist teachers for next year: 2 music, 2 art, 1 Social Emotional Learning teacher, 2.5 World Language teachers, 1 counselor
7. 1 Social Worker, 2 Nurses, 1 psychologist (funded from the district, she will be full time at Sarah Smith, going between both campuses)
8. Maintain parent liaison position
9. Break down of Budget Summary:

FY25 Budget by Function (Required)  
*\*Based on Current Allocation of School Budget*

<b>School</b>	Smith Elementary School			
<b>Location</b>	1567			
<b>Level</b>	ES			
<b>Principal</b>	Dwight Hutson			
<b>Projected Enrollment</b>	846			

  

Account	Account Description	FTE	Budget	Per Pupil
1000	Instruction	89.50	\$ 8,850,285	\$ 10,461
2100	Pupil Services	6.00	\$ 610,326	\$ 721
2210	Improvement of Instructional Services	3.00	\$ 386,606	\$ 457
2213	Instructional Staff Training	-	\$ -	\$ -
2220	Educational Media Services	2.00	\$ 246,058	\$ 291
2400	School Administration	9.00	\$ 982,329	\$ 1,161
2600	Maintenance & Operations	2.00	\$ 149,312	\$ 176
2700	Transportation	-	\$ 780	\$ 1
<b>Total</b>		<b>111.50</b>	<b>\$ 11,225,694</b>	<b>\$ 13,269</b>

- He also shared that we have good policies and procedures in place, the goal is to continue the work we've started and watch progress.
- There was a Kindergarten and Media Specialist position that was paid for previously through CARES money, that is now being added to our budget, resulting in no loss of those positions.
- There will be a removal of one 2<sup>nd</sup> grade position and one 4<sup>th</sup> grade position. It was discussed that the slide on the PowerPoint where it states a loss of "second grade teacher position" does not mean that a teacher was fired. The Team suggested using the term position instead of teacher. Noting that losing a position does automatically mean a person was fired and could be confusing.
- Mr. Hutson has met with his team to determine that the class sizes for those grades can handle the loss of positions.
- Mr. Hutson shared that with the general movement (retirement) within the staff, he can keep every teacher that wants to remain at Sarah Smith even with the loss of these positions.

- Mr Hutson shared that approximately \$139,862 is being reserved. In the case that we hit the enrollment numbers projected we will have this money to put into school funds. He was thinking using that money for substitutes on days that teachers can be trained
- Ann noted that the additional 4<sup>th</sup> grade teacher was added specifically to address the needs of the large class sizes of that grade. How does that now affect the class sizes which will be reverting to 4 traditional classes from the current 5 classes.
- Mr. Hutson showed what the loss of the 2 teacher positions will do for the remaining class sizes. He showed a spread sheet detailing the resulting class sizes of a -1/+1 teacher to each grade. This was used to support the decisions to staff each grade level. And supported the loss of 2<sup>nd</sup> and 4<sup>th</sup> positions.
- He is also aware that the class size for 5<sup>th</sup> grade is the largest and supports the tradeoff for a larger class size in the upper grade as opposed to the younger grades.
- Maximum class size for 5<sup>th</sup> grade is 35 so we are still below the maximum per class.

The class sizes for the 24/25 school year per:

Grade	DLI	Traditional
K	25	20.75
1	26	16.6
2	26	19
3	24.5	22.8
4	24	23
5	19	27.25

- b. **Discussion Item 2:** Discussion of Draft Budget
- The GO team discussed how the priorities, rationale and money spent adhere to the school strategic plan.
    - Mr. Hutson aligned the school spending to the rationale and was able to show how subjects discussed at GO team match dollars spent in the budget.
    - Ann asked how will the school wide culture of high expectations, trust, and strong communication be measured at the school level? Mr.

Hutson explained that the school climate survey will be coming out soon as data. We will also have data from the Amp Up survey that went out to parents.

- ii. Cimona asked about the food served in the cafeteria. There aren't great options for kids. Mr. Hutson informed us that the current cafeteria vendors are being replaced for the coming year with APS employees and that the menus will be from the district.
- iii. There will be a DLI PreK Position added next year at Sarah Smith as well.
- iv. There was concern about the size of the fifth-grade classes. Mr. Hutson detailed that this is in line with current 5<sup>th</sup> grade numbers, and discussed that 5<sup>th</sup> grade moves a lot between their subject areas so they won't be in one classroom all day.
  - Jennifer shared that when choosing between large class sizes in the younger grades versus lower grades, it's more beneficial to have a small class sizes in the lower grades where the foundations for learning are being established. And that's been accomplished.
  - Bejay stated that this class size is similar to how 5<sup>th</sup> grade class sizes have been in the past.
  - The team talked about what innovations could happen to support the students in the 5<sup>th</sup> grade traditional classroom knowing that the class size will be large. If there could be some advanced math, more differentiated subjects, or using the .5 employee to support that class may be options.
  - Ann stated that the discrepancy between the class size in 5<sup>th</sup> grade traditional classes (27) vs. class sizes in the DLI classrooms (19) is one that parents in that grade would take note of.
- v. Bejay asked if our education foundation can pay for teachers, he's heard that other schools have done that. To our knowledge, the foundation cannot pay for teachers. They can relieve areas of the budget to free up district money to be spent on teachers.

## **V. Information Items**

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

- i. Mr. Hutson shared a lot of exciting news about Sarah Smith Students!

- Mr. Hutson was able to attend the district technology competition to see Aadv Bhardwaj, Ellis Hargrove and Sawyer Ghavideel participate.
- Several Students are participating in Honors chorus this weekend.
- There were two 3<sup>rd</sup> grade students, Matthew Yavinski and Thomas “Sanders” Gray, who participated in the district social studies competition and placed 1<sup>st</sup> for Third grade!
- Seth Little, 4<sup>th</sup> grade student, participated in the district spelling bee for children grades 3-8 and came in 4<sup>th</sup>!

## VI. Announcements

- a. Declare your candidacy for GO Team elections. The window for declarations is open through 2/28.
- b. Mr. Hutson’s staffing conference is scheduled for 2/27.
- c. GO Team Budget Approval meeting is March 7.

## VII. Adjournment

Motion made by: Jennifer Chestnutt; Seconded by: Laquisha Smith

Members Approving: All

Members Opposing: None

Members Abstaining: None **Motion**

Passes

**ADJOURNED AT 4:24**

---

Minutes Taken By: Ann Mintman

Position: Secretary

Date Approved: Approved March 7, 2024