

Mary Lin Elementary School
Date: 2/27/19
Time: 6:00
Location: Mary Lin Media Center

- I. Call to order: 6:10
- II. Roll Call:

Role	Name (or Vacant)	Present or Absent
Principal	Sharyn Briscoe	Present
Parent/Guardian	Colin Heydt	Present
Parent/Guardian	Stacey Stewart	Present
Parent/Guardian	Navneet Kaur	Absent
Instructional Staff	Emily Fuller	Absent
Instructional Staff	Caitlin M. Nail	Present
Instructional Staff	Michell Carter	Present
Community Member	Kimberly Dick	Present
Community Member	Jill Hall	Present
Swing Seat	Leda Everett	Present
Student (High Schools)	N/A	N/A

Quorum Established: **Yes**

III. Action Items

- a. **Approval of Agenda:** Motion made by: **Stacey Stewart**; Seconded by: **Colin Heydt**
 Members Approving: All
 Members Opposing: None
 Members Abstaining: None
Motion Passes
- b. **Approval of Previous Minutes:** Changed candidacy declaration date from February 1st to March 1st. Updated minutes were sent to be uploaded to website.
- c. Motion made by: **Kimberly Dick**; Seconded by: **Stacey Stewart**
 Members Approving: All
 Members Opposing: None
 Members Abstaining: None
Motion Passes

IV. Discussion Items

Discussion Item 1: Budget proposal discussion: Not many changes were made in between our last meeting and this meeting, although there was a Foundation meeting in between. The budget proposal was reviewed. An additional teacher will be added to 5th due to grade level size. The STEM lab teacher is essentially a technology teacher. Certain

teacher positions (ex. ESOL) cannot be edited. There will be 3 full-time SPED paras (one para comes out of the SPED only budget). One current para is retiring, but the position will be kept next year. We discussed the difference between non-instructional and instructional paras and cost versus salaries. We don't utilize all position titles listed as line items, but we added a literacy instructional coach for 201 days. We use an RN (nurse) hourly nurse. Some positions are shared among other schools (ex. .25 point position is someone who works ¼ of a day at one school. Our world language teacher, social worker, etc. are point positions. The full-time RTI/SST position could be changed to a half-day position in the next few years. If position times (full or part) are shortened, other positions could be found internally. Principal Briscoe displayed a spreadsheet to show what was added new, removed, or changed within the budget. Our reserve amount, or "what is left", is approximately \$40,000. The stipend amount for lead team members was edited to equally distribute money to non-homeroom teachers who serve on lead team. We are remaining conservative regarding enrollment for next year. Some money given for district field trips can be used to help offset the cost of field trips, but the whole amount allocated will not be used for field trips only. Approximately \$20,000 left to spend for teacher supplies in addition to what Foundation and PTA assists with. We will most likely buy supplies at the end of the year to stock up for next year and to exhaust funds. The bulk of money was spent on hiring an additional instructional coach. We researched potential literary materials to purchase next year. There are not enough to purchase Fountas and Pinnell, but we have an abundance of resources including our new instructional coach to supplement. Colin asked if common texts are used and how having an instructional coach for literacy can amplify yet standardize the use of common texts (equal access). Literacy materials will be purchased, but teachers have the autonomy to add or edit what is purchased. Principal Briscoe met with grade levels individually and found that there is some resistance to Lucy Calkins due to the need for more training in NY. The lower grades utilize Lucy Calkins writing curriculum effectively, while the upper grades prefer Write Score. The new instructional coach will be a "Lucy Calkins expert". Available positions cannot be posted until the budget is approved. Textbooks will still be bought. Foundation pays for half of subscriptions, but the district will no longer pay for the subscriptions they have in the past. Athletic stipends are used for lead team members, debate team coaches, etc. We discussed enrollment and the potential for growth of the school in the future. We prefer to keep the school configuration the same based on enrollment, not capacity of the school building. Principal Briscoe can earn additional money if new students arrive when school begins. Stacey asked if the budget includes a line item for maintenance (when things break), but the budget does not include this. The public will see the published pie chart of the budget.

- V. Announcements:** Candidacy declarations should be made by March 1st. We have one teacher and one parent who have declared so far. We need one teacher, one parent, one community member, and a swing seat to replace those whose terms are up. The next meeting will be on Wednesday, March 13th at 7:15am to vote on the final budget.

VI. Adjournment

Motion made by: [Kimberly Dick](#); Seconded by: [Leda Everett](#)

Members Approving: All

Members Opposing: None

Members Abstaining: None

Motion Passes

ADJOURNED AT 6:49

Minutes Taken By: [Caitlin M. Nail](#)

Position: [Member](#), [Secretary](#)

Date Approved: [2/27/19](#)