

# Meeting Minutes

**Mary Lin**  
**Date: 1-27-2021**  
**Time: 5:00pm**  
**Location: Zoom**

I. Call to order: 5:06 pm

II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Sharyn Briscoe (SB)	Present
Parent/Guardian	Coleman Eaton (CE)	Present
Parent/Guardian	Emily Kotzan (EK)	Present
Parent/Guardian	Iryna Gamble (IG)	Present
Instructional Staff	Tanesha Bellard (TB)	Absent
Instructional Staff	Caitlin Nail (CN)	Present
Instructional Staff	Patricia Derrico (PD)	Present
Community Member	Elly Bookman (EB)	Present
Community Member	(vacant)	
Swing Seat	Melissa Tijerina (MT)	Present
Student (High Schools)		

Guests Present:

Quorum Established: Yes

III. Action Items

- a. **Approval of Agenda:** Motion made by: [Melissa Tijerina](#); Seconded by: [Emily Kotzan](#)

**Members Approving:** Sharyn Briscoe, Coleman Eaton, Emily Kotzan, Iryna Gamble, Caitlin Nail, Patricia Derrico, Elly Bookman, Melissa Tijerina

**Members Opposing:** none

**Members Abstaining:** none

**Motion Passes**

- b. **Approval of Previous Minutes:** Approved

Motion made by: [Patricia Derrico](#) Seconded by: [Coleman Eaton](#)

**Members Approving:** Sharyn Briscoe, Coleman Eaton, Emily Kotzan, Iryina Gamble, Caitlin Nail, Patricia Derrico, Elly Bookman, Melissa Tijerina

**Members Opposing:** none

**Members Abstaining:** none

**Motion Passes**

- c. **Action Item 1:** [Approval of Statement on Future Use of Inman MS Building](#)

Motion made by: [Elly Bookman](#) Seconded by: [Coleman Eaton](#)

**Members Approving:** Sharyn Briscoe, Coleman Eaton, Emily Kotzan, Iryina Gamble, Caitlin Nail, Patricia Derrico, Elly Bookman, Melissa Tijerina

**Members Opposing:** none

**Members Abstaining:** none

**Motion Passes**

## IV. Discussion Items

- a. **Discussion Item 1:** Budget Changes

Principal Briscoe shared that the budget approval is dependent on the strategic plan. At our last meeting we discussed the strategic plan but agreed that we would return to it, and we have not been able to see an updated version. With that in mind, Principal Briscoe shared that she believes the plan will need to focus especially on making up for lost learning and mental health and needs as we recover from this year, and she shared the current budget.

Current funding for next year is projected for having 691 students. We currently have about 600 students. Principal Briscoe shared that there are “optimistic” and “conservative” projection options for students and that she selected the “optimistic” version. She explained the weighted evaluation of students and allotments according to

various student needs and programming. We are currently unbalanced by approximately \$192,000, so Principal Briscoe explained scenarios for balancing the budget, such as shifting staffing of grade-level teachers and IEP teachers. Principal Briscoe shared that there are additional options depending on what we decide to prioritize in the strategic plan. Principal Briscoe then shared additional budget items with explanation of additional staff positions and options for balancing.

Principal Briscoe then offered to answer questions. Ms. Derrico asked about clarity for the number of GATE teachers and Ms. Briscoe clarified that there are 2. Ms. Kotzan asked about clarity on the “optimistic” projection and Ms. Briscoe clarified that it is dependent on student enrollment. Principal Briscoe also pointed out that there are hourly positions such as the nurse and that she is hoping to get an RN in that position and she explained the budget impact on that.

Principal Briscoe then explained non-staffing budget items. The current budget has a reserve amount of 92,319 which can be allocated to items such as Teaching Supplies. She shared that the media specialist normally gets between \$5,000-10,000 for books. Principal Briscoe then shared number of days budgeted for substitutes, which can be reduced from 12 to 9-10. Though she pointed out that those days do not only apply to sick days but also trainings. She shared a chart which illustrated that the largest part of the budget is dedicated to instruction.

Principal Briscoe shared that we can put the budget into a Google Doc so that members of our team can take time to take a look, make comments, and make a decision on at our next meeting. She can also work with Ms. Bellard to make suggestions for us to consider.

Ms. Kotzan shared that she doesn’t feel we can take any time for counselors out of the budget because their role will be important next year. Mr. Coleman asked for clarity on the role of instructional coaches. Principal Briscoe shared that we have coaches for ELA and Math and that they have been essential during this year with virtual learning. Ms. Tijerina and Ms. Derrico shared the teacher’s perspective on what the instructional coaches do and agreed that they are very helpful.

Ms. Gamble asked about the difference between a counselor and school psychologists. Principal Briscoe explained that the psychologists do evaluations to do observations to identify students struggles and learning differences. The counselors focus on individual and small group interventions on things such as anxiety, bullying, etc. Ms. Kotzan wanted to emphasize that going down from one SST would also be potentially problematic. Ms. Gamble asked about the band and orchestra teachers and Principal Briscoe explained that because we share those instructors with schools like SPARK those positions are partly dependent on other schools. She also clarified that our College and Career signature program should include foreign language, technology skills, and band and orchestra.

Principal Briscoe shared that on February 3<sup>rd</sup> the team will receive the strategic plan and on February 10<sup>th</sup> we will receive the budget proposal.

## V. Announcements

Ms. Nail opened the floor for public comment. Guests did not comment.

## VI. Adjournment

Motion made by: [Melissa Tijerina](#) Seconded by: [Patricia Derrico](#)

**Members Approving:** Sharyn Briscoe, Coleman Eaton, Emily Kotzan, Iryina Gamble, Caitlin Nail, Patricia Derrico, Elly Bookman, Melissa Tijerina

**Members Opposing:** none

**Members Abstaining:** none

**Motion Passes**

**ADJOURNED AT 6:32 pm**

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**Minutes Taken By:** [Elly Bookman](#)

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

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