

Meeting Minutes

Mary Lin Elementary School
Date: 1/30/19
Time: 6:00
Location: Mary Lin Media Center

- I. Call to order: 6:09
- 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	Present
Instructional Staff	Emily Fuller	Present
Instructional Staff	Caitlin M. Nail	Present
Instructional Staff	Michell Carter	Absent
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: **Kimberly Dick**; Seconded by: **Leda Everett**
 Members Approving: All
 Members Opposing: None
 Members Abstaining: None
Motion Passes
- b. **Approval of Previous Minutes:** *No amendments were made.*
 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 Presentation by Principal Briscoe: Allocations were shown including the breakdown of subgroups for total projected students (Poverty, etc.). Budget is presented conservatively in case additional students enroll. More money would be given if more students than projected attend and vice versa. The line item, Field Trip Transportation, is new. Line items such as Stipends and Signature Themes were

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discussed. The summary was reviewed including number of students projected in each grade level along with the number of teachers staffed for each grade. Special Education teachers receive money from their own budget. Positions including average costs, amount staffed, and budget adjustment amounts were also shown. Certain positions do not come out of budgets but are paid for by the district. After salaries are paid, \$6,239 are left as shown by the budget given by the district. The hourly formula was tested to demonstrate how the budget is calculated and how it can fluctuate with changes. A full-time nurse versus a part-time nurse is an example of choosing how to spend the budget based on school needs. Reserve funds are encouraged to be left alone in the event of leveling. Money is allocated for Professional Development (training on how to utilize textbooks, etc.), but our Foundation typically pays for this. Principal Briscoe is proposing that the money allocated for PD be absorbed back into the budget. Material replenishing such as Saxon consumables are provided by our Foundation. Textbook allocation is rather large, so \$120,000 could be taken out and put back into the main budget. District Funded Field Trips could also be absorbed back into the budget, as field trip payment is not a current issue. Principal Briscoe would like to increase the amount for stipends to cover more teachers and more extracurriculars. Turnaround budgets do not apply to us. Athletic funds can also be allocated elsewhere. Class size and teachers allocated will be changed from what is currently shown on the Tools and Checks part of the budget. Presentation can be shared with the public. The budget will not be balanced at this meeting, only discussed. Principal Briscoe shared what other schools in our cluster have done with their remaining budget (resource officers, business managers, etc.). Principal Briscoe proposed making the Signature Paraprofessional a full-time, certified teacher who is well-versed in Lucy Calkins and curriculum in order to maximize this position. Technology as a special would not be eliminated because it is a part of our Signature Theme, but the position would be more academic-based. A discussion over the benefits of technology at Mary Lin was had. Some members felt that the current technology instruction versus what it could be should be discussed in two separate entities—school management and budget. Another suggestion made was to hire another Assistant Principal. One AP would be for instruction and the other for operations. Lin's Principal and Assistant Principal currently do both along with the tasks a Business Manager would be in charge of. Band and orchestra will remain the same. A reminder to look at the position and not the person currently in the position was given. Because students do not have to take Spanish at Inman Middle, and the goal of our World Language Program is exposure and not proficiency, a part-time Spanish teacher is appropriate. Data across multiple years is necessary to determine whether additional writing time versus more foreign language was beneficial. More training in Lucy Calkins is necessary for teachers. The potential for a Budget Manager and ELA/Reading Instructional Coach was discussed. Do we need a Budget Manager (manage budget, evaluate non-homeroom teachers, schedule field trips, etc.), another Instructional Coach (to better serve staff and students), another AP, and/or a full-time technology teacher? Finding another Instructional Coach would impact the whole school and form a common language and

knowledge around ELA/reading/writing as requested by teachers. No positions need to be added, nor do any need to be taken away. All subscriptions will be paid for by the Foundation, as APS will no longer pay for these (Reading A to Z, BrainPop, etc.). If more students enroll and stay next school year, more money will be provided and can be spent on an hourly paraprofessional (not a grade-level specific para) or field trip transportation. Moves such as these can be held until before approval. Money can be banked for next year. Principal Briscoe prefers to spend conservatively to ensure money is not taken away in the case of under-enrollment. District-funded field trips were heavily discussed. The line item District Funded Field Trips is for transportation only. Budget decisions should also be made with an intention of building culture and community as it relates to environment. A lot of paraprofessional jobs in the school serve multiple purposes such as morning duty, cafeteria duty, assistance with testing, and classroom assistance. Job security should also be confirmed before purchasing a new position. We would rather cut an item or object than a position or person. The importance of hiring internally and pulling from strengths among other teachers was discussed. The budget can be tweaked instead of adjusting outrageously. We don't receive Title I funding. The Atlanta Public School's budget is at a low point. We will balance and vote on the budget at the next meetings.

Approximately \$202,000 could be left to spend if Principal Briscoe's budget changes are approved. Some of this money could be put into teacher/instructional supplies, postage, and media supplies which were all utilized last year. Nothing has been put in these line items for this year.

- V. **Information Items: *Cluster Meeting Update from Colin Heydt:*** This was the first meeting of a subcommittee of the Cluster Advisory Team (CAT) that focuses just on capacity planning and overcrowding issues in the cluster. The following were discussed: What principles should guide this process/decision? The list produced included the following: Dispel uncertainty, transparency, long-term solutions, equity, stakeholder engagement, collaboration, thinking more broadly than your child/school, assuming best intentions in others, and consistent communication to the school communities. How should we define overcrowding/capacity? This was broken into two separate categories: a) Operational definition of capacity--APS essentially counts the number of classrooms in a school building (not counting computer labs), assumes a 25:1 student/adult capacity for those rooms, and multiplies to get a school's total operational capacity. Mary Lin's capacity is listed as 875 students, which we can assume is about 35 classrooms. b) Ideal capacity--What would provide sufficient flexibility to not interfere with academic programs, safety, sufficient common spaces, etc.? Some of the issues discussed included: Should portables be counted as part of a school's potential capacity? Are portables sufficiently secure and safe? How can we make academic considerations/programming fundamental in calculating capacity rather than simply what the building will hold? Further, can we find a way to include state requirements (e.g. special education) and cluster priorities (e.g. music/art) into

baseline-building capacity calculations? How are different capacity needs at elementary, middle, and high schools being taken into account? For instance, one panel member noted that about 20-25% of high school classrooms at any one moment during the school day might not have students in them (e.g. for teacher planning time). Do capacity numbers reflect that and the different needs at different levels of schooling? The third topic we discussed were the causes of overcrowding. Causes identified included: Development, address fraud, academic improvement and quality leadership in the cluster, students brought by families visiting Atlanta because of universities, the CDC, industry (e.g. movies), inaccurate demographic projections, lack of facilities/space, strong parent support making the schools desirable, fewer people going to private schools, lack of previous long-term planning for facilities in the cluster, and greater neighborhood safety.

- VI. Principal's Report:** This report consisted of the budget presentation and discussion.
- VII. Announcements:** Declarations for new GoTeam members should be made by Friday, February 1st. We need a parent, staff member, community member, and swing seat to replace those whose term is up. Two more budget meetings will be held. February 27th at 6:00pm will allow for public comment and will include the budget proposal and discussion (including textbook spending). March 13th at 8:05am will include voting on the final budget which must be done by March 15th. There is a cluster meeting on February 28th.
- VIII. Adjournment**
Motion made by: [Kimberly Dick](#); Seconded by: [Jill Hall](#)
Members Approving: All
Members Opposing: None
Members Abstaining: None
Motion Passes

ADJOURNED AT 7:35

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

Position: [Member, Secretary](#)

Date Approved: [1/31/19](#)