

MINUTES
Kit Carson International Academy
School Organizational Team Meeting
Location: Room 15
Date: August 30, 2018
Time: 4:00 p.m.

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:05pm on 8/30/18. The meeting was held in the Room 15.

Members Present:

Shannon O'Connor
Terri Harden
Diamond Kelly
Lynn Wilson
Ayoka Snipes
Tryena Hopkins
Chaniece Williams

Members Absent: N/A

Members Tardy: Tryena Hopkins, Chaniece Williams

1.0 Welcome & Roll Call

2.0 New Items

2.1 18-19 Strategic Budget Review – Mrs. Snipes shared there were no changes with the strategic budget. She stated our student enrollment projection was 386 and our unofficial student count for enrollment is 388. She also shared, per HR, Prime 6 schools were exempt for the student enrollment requirement of 400 students to maintain a Library unit and the Library aide unit.

2.2 Title 1 Budget – Mrs. Snipes review the 18-19 Title 1 Budget and stated there have been no changes.

2.3 Parent Family Engagement Policy – Mrs. Snipes reviewed current policy and there were no major changes.

2.4 Staffing for 18-19SY – Mrs. Snipes stated we are continuing to look for interest in our Music position and we are close to wrapping up the hiring for our new Spanish position. As for support staff, she shared we've just filled the KIDS aide position, but anticipates needing to fill the other due to staff moving on.

2.5 Raw 17-18 SY SBAC Results – It was shared overall ELA had a 1.5% decrease and Math had a 1.4% increase. In 3rd grade, ELA decreased by 17.3% and Math decreased by 6.7%. In 4th grade, ELA increased by 1.2% and Math increased by 3.8%. In 5th grade, ELA increased 8% and Math increased by 5.6%. Our star rating for the 17-18 school year has not yet been determined by the state.

2.6 SOT 18-19 Elections – Mrs. Snipes just wanted to remind the team that elections will take place in the upcoming weeks. Team members are more than welcome to self-nominate themselves.

3.0 General Discussion

3.1. Carson Initiatives – Mrs. Snipes shared the upcoming changes to the math program.

4.0 Information

4.1 Next Meeting – Carson Room 15, September 2018 @ 4: 00 p.m.

5.0 Public Comment Period

5.1 No public in attendance

6.0 Meeting Adjournment 5:30pm: th

MINUTES
Kit Carson International Academy
School Organizational Team Meeting
Location: Room 15
Date: September 27, 2018
Time: 4:00 p.m.

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:05pm on 8/30/18. The meeting was held in the Room 15.

Members Present:

Shannon O'Connor
Terri Harden
Diamond Kelly
Lynn Wilson
Ayoka Snipes
Tryena Hopkins
Chaniece Williams

Members Absent: N/A

Members Tardy: Diamond Kelly

1.0 Welcome & Roll Call

2.0 New Items

2.1 Mrs. Snipes gave updates on the budget and staffing, currently there are no changes. Ms. Wilson asked parents feedback about the school garden that she will use in the grant.

2.2 Mrs. Snipes thanked the team for all their work and dedication; as well as embracing the learning process of what takes place behind the scenes with the school and the district.

3.0 General Discussion

3.1. Carson Initiatives – Mrs. Snipes shared the upcoming changes to the math program.

4.0 Information

4.1 Next Meeting – October 2018

5.0 Public Comment Period

5.1 Public commented; parent involvement needs to improve on behalf of the parents.

6.0 Meeting Adjournment 5:30pm: th

MINUTES
Kit Carson International Academy
School Organizational Team Meeting
Location: Carson Library
Date: October 30, 2018
Time: 4:00 p.m.

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:08pm on 10/30/18. The meeting was held the Carson Library.

Members Present:

Diamond Kelly
Carla Isle
Sarita Winterrowd
Terri Harden
Ayoka Snipes

Members Absent:

Pierre Montoya
Amelia Ramirez

There were no previous minutes as this was our first meeting as a new SOT for the 2018-2019 school year.

New Agenda Items

- Mrs. Snipes explained the functions of the SOT. She reviewed the duties and main functions along with the plan of operation and additional responsibilities.
- The role of the SOT Chair and Vice Chair were explained along with the expectations. The present members agreed to wait for selection or vote for this position until all members are present.
- Mrs. Snipes explained the expectations for the meeting meetings; the format, the approval of minutes, and the posting on the website. The team decided to approve meeting minutes prior to the next month to save time during monthly meetings.
- Mrs. Snipes reviewed creating agenda's and announcing meetings. She also explained how public can participate in the meeting when they are present and not present.

General Discussion

- The team collectively discussed and developed the team norms as they see fit. The general idea of the norms were recorded. The team all agreed to wait until all members were present to official determine the norms as those that were absent would need to have input as well. We also decided to utilize the stoplight cards for our consensus during monthly meetings, again this will be shared/reviewed again once all members are present.
- Mrs. Snipes reviewed the parliamentary procedures as outlined from Robert's Rule of Order to meet the requirements of the open meeting law. Mrs. Snipes also shared the public comment guide as outlined by the district.

"Academic Excellence for Every Student, Every Day!"

Kit Carson International Academy
MINUTES continued

Information

- Mrs. Snipes presented data gathered from the beginning of the year assessments. This data included iReady, DRA, MAP Growth, NSPF, and the school's new Accountability Report.
- The next meeting is set for **Tuesday, November 13th @ 4:00 pm in the Carson Library.**

Public Comment Period

- No public present – Dane Watson from CCEA was scheduled to speak, but was not present.

The meeting was adjourned at 5:33 p.m.

MINUTES
Kit Carson International Academy
School Organizational Team Meeting
Location: Carson Library
Date: November 13, 2018
Time: 4:00 p.m.

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:03 pm on 11/13/18. The meeting was held Carson Library.

Members Present:

Sarita Winterrowd
Carla Isle
Terri Harden
Diamond Kelly
Pierre Montoya
Ayoka Snipes

Members Absent:

Amelia Ramirez

The minutes from the meeting dated November 13, 2018 were presented and approved as presented.

Old Agenda Items

- 2.1 Mrs. Snipes reviewed the functions of the SOT for those members that were absent last month. There were no questions or concerns.
- 2.2 Mrs. Snipes reviewed the responsibilities and duties of the committee chair. A motion was requested for Sarita Winterrowd, the motion was denied by Mrs. Winterrowd, a second motion was made for Carla Isle, the motioned was seconded and Ms. Isle was recorded as accepting the position.
- 2.3 Mrs. Snipes reviewed the responsibilities and duties of the committee chair. A motion was made for Terri Harden, the motion was seconded and Mrs. Harden was recorded as accepting the position.
- 2.4 Mrs. Snipes reviewed the requirements of the meeting minutes and process of the approval of minutes. It was motioned for Diamond Kelly to be the note-taker, the motion was seconded and Ms. Kelly accepted.
- 2.5 & 2.6 Mrs. Snipes reviewed the requirements for the monthly agenda and meeting announcements. There were no questions or concerns.
- 3.1 & 3.2 Due to the absence of committee members from last month, Mrs. Snipes reviewed team norms, and meeting procedures. There were no questions or objections at this review.

General Discussion

- **Agenda Planning: Items for Future Agendas**
 - 18-19 NCCAT Survey results for Carson ES
 - 18-19 Kit Carson School Performance Plan
 - 3-year Kit Carson Design Plan

Information

- **Next Meeting:** Tuesday, December 11, 2018 @ 4:00 p.m. in the Carson Library

Public Comment Period:

- No public was present at this meeting.

The meeting was adjourned at 5:11 p.m.

MINUTES
Kit Carson International Academy
School Organizational Team Meeting
Location: Carson Library
Date: December 13, 2019
Time: 4:00 p.m.

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:01 pm on 12/13/18. The meeting was held Carson Library.

Members Present:

Sarita Winterrowd
Carla Isle
Terri Harden
Diamond Kelly
Ayoka Snipes

Members Absent:

Amelia Ramirez
Pierre Montoya

The minutes from the meeting dated November 13, 2018 were presented and approved as presented.

New Agenda Items

- 2.1 Mrs. Snipes discussed with the team the process of the NCCAT-S and why Carson was designated to take the survey. She stated this was a good way to look at what are weaknesses and our strengths are. Mrs. Snipes shared the results of the survey and the areas of focus for the 19-20 SY.
- 2.2 It was share with the team that the School Performance Plan would need to include the indicators and elements. The areas in the survey are leadership (3.4), curriculum & instruction (1.1, 1.2, 1.8), and assessment/accountability (2.1).
- 2.3 The team decided to table the Carson Design Plan agenda item until after we meet to discuss the budget and the SPP in January.

General Discussion

- **Agenda Planning: Items for Future Agendas**
 - 19-20 Strategic Budget
 - 19-20 School Performance Plan

Information

- **Next Meeting:** Tuesday, January 29, 2019 @ 4:00 p.m. in the Carson Library

Public Comment Period:

- No public was present at this meeting.

The meeting was adjourned at 5:08 p.m.

MINUTES
Kit Carson International Academy
School Organizational Team Meeting
Location: Carson Library
Date: January 29, 2019
Time: 4:00 p.m.

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:00 p.m. on 1/29/19. The meeting was held in the Carson Library.

Members Present:

Terri Harden
Sarita Winterrowd
Carla Goodman
Ayoka Snipes

Members Absent:

Pierre Montoya
Amelia Ramirez

The minutes from the meeting dated December 13, 2019 were presented and approved as presented.

New Agenda Items

- 2.1 – Mrs. Snipes shared the strategic budget with the team. She stated that there were new factors of the budget that needed to be discussed and we are not in jeopardy at this time of losing teacher positions. We are losing our KIDS program due to transportation changes in the district as well as our low numbers. The ratios have changed in 2nd and 3rd grade. We gained two positions in Kinder and 1st grade. Mrs. Snipes is considering using those positions as intervention and enrichment teachers for primary grades and intermediate grades. She also shared the we gained additional funds in the Title 1 budget due to the change in funding for Title schools that have fewer than 60% of their student population as FRL. We will still use the funds for positions and the SLA dollars will go back to the district.
- 2.2 – Mrs. Snipes shared the action steps and goals and how the indicators and elements will be developed. She shared that since the SDT meeting was canceled, she would like to share the plan with them and then go back to the steps and implementation once that has been flushed out.
- 2.3 – (Ghost Item) Mrs. Snipes shared with team a new direction for the school next year with departmentalizing grade levels 3rd-5th. The content areas would be reading, math/science, and writing/social studies.

General Discussion

- **Agenda Planning: Items for Future Agendas**
 - Finalize and approve the POO for the 19-20SY

Information

- **Next Meeting:** Tuesday, February 12, 2019 @ 4:00 p.m. in the Carson Library

Public Comment Period:

- Public present with no questions, comments, or concerns.

The meeting was adjourned at 5:23 p.m.

MINUTES
Kit Carson International Academy
School Organizational Team Meeting
Location: Carson Library
Date: February 12, 2019
Time: 4:00 p.m.

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:00 p.m. on 2/12/19. The meeting was held in the Carson Library.

Members Present:

Terri Harden
Sarita Winterrowd
Carla Goodman
Ayoka Snipes

Members Absent:

Pierre Montoya
Amelia Ramirez

The minutes from the meeting dated January 29, 2019 were presented and approved as presented.

New Agenda Items

- 2.1 – Mrs. Snipes shared the School Performance Plan action steps and the monitoring pieces as well. She outlined the priorities for the NCCAT survey and asked the team for input on how to carry out the priorities. She informed the team that the school leadership team had the opportunity to document their thoughts and we would just be adding to it. The team valued the chance to have input in the process. The team approved the actions steps that supports the goals for the SPP for the 19-20 SY.
- 2.2 – The team reviewed the strategic budget again. Mrs. Snipes did notice the budget was (5, 595.00), she said she would make sure it was fixed, it may have been an error on her part. There were no major changes other than that. The team approved the budget once it was balanced again, therefore, the POO for 19-20 is approved.
- 2.3 – We are still waiting on the dollar amount for the Title 1. Mrs. Snipes would like to move forward with using the budget to support classroom size reduction again in fourth and fifth grade. The team saw no objections.

General Discussion

- **Agenda Planning: Items for Future Agendas**
 - Look at 19-20 Title 1.
 - Standard Student Attire for 19-20 SY.

Information

- **Next Meeting:** Tuesday, March 12, 2019 @ 4:00 p.m. in the Carson Library

Public Comment Period:

- Public present with no questions, comments, or concerns.

The meeting was adjourned at 5:47 p.m.

MINUTES
Kit Carson International Academy
School Organizational Team Meeting
Location: Carson Library
Date: March 12, 2019
Time: 4:00 p.m.

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:10 p.m. on 3/12/19. The meeting was held in the Carson Library.

Members Present:

Terri Harden
Sarita Winterrowd
Carla Goodman
Ayoka Snipes

Members Absent:

Pierre Montoya
Amelia Ramirez

The minutes from the meeting dated February 12, 2019 were presented and approved as presented.

New Agenda Items

- 2.1 – Mrs. Snipes explained that Carson ES was slotted for the SB178 funding for the 19-20 SY. She explained that this money is not attached to a hiring unit and the district is waiting on the approval for the actual amounts for the state. She did share her thoughts on how to utilize the funds should they be approved for Carson. The current amount is \$229,300.00. The would pay for 2.5 interventionist positions and research-based books for a book study. The other .5 of the intervention unit will be paid through the strategic budget.
- 2.2 – There were additional funding from Title 1 for the 18-19 SY issued to several schools, Carson ES being one. The dollar amount was \$18,350.00. The funding was used to purchase Ready Math textbooks for all students K-5, instructional supplies, technology supplies, and supplies for the monthly parent meetings.
- 2.3 – The process and status of Standard Student Attire for next year was shared. Mrs. Snipes said that the students on the committee were excited to add jeans and t-shirt to the SSA. The gold color was rejected by the committee. Mrs. Snipes said, she and the committee are now focusing on advertising so parents know what they are voting for.

General Discussion

- **Agenda Planning: Items for Future Agendas**
 - Standard Student Attire for 19-20 SY.
 - Fundraising opportunities
 - Schoolwide Data

Information

- **Next Meeting:** Tuesday, April 11, 2019 @ 4:00 p.m. in the Carson Library

Public Comment Period:

- Public present with no questions, comments, or concerns.

The meeting was adjourned at 4:47 p.m.

MINUTES
Kit Carson International Academy
School Organizational Team Meeting
Location: Carson Library
Date: May 14, 2019
Time: 4:00 p.m.

The Kit Carson International Academy School Organizational Team meeting was called to order at 4:10 p.m. on 5/14/19. The meeting was held in the Carson Library.

Members Present:

Terri Harden
Sarita Winterrowd
Ayoka Snipes

Members Absent:

Pierre Montoya
Amelia Ramirez
Carla Goodman

The minutes from the meeting dated April 16, 2019 were presented and approved as presented.

New Agenda Items

- 2.1 – Mrs. Snipes reviewed the current Parent Engagement Policy with the team. The team discussed possible areas to consider for revisiting and also spoke about ideas to keep events moving forward in a positive and effective manner.
- 2.2 – The team reviewed the Title 1 Budget for the 19-20 SY. There were no concerns.
- 2.3 – Mrs. Snipes informed the team that the "new" SSA was approved for the upcoming school year.

General Discussion

- **Agenda Planning: Items for Future Agendas**
 - Fundraising opportunities
 - Schoolwide Data
 - The "new" Intermediate Departments
 - Magnet Probation; Academics, Attendance, and Behavior

Information

- **Next Meeting:** August 27, 2019 @ 4:00 p.m. in the Carson Library
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Public Comment Period:

- Public present with no questions, comments, or concerns.
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The meeting was adjourned at 4:30 p.m. TH