

3/13/08

**S.I.T.: School Improvement Team, Boltz Junior High
Meeting Minutes**

Theresa Gardzinski – Chair, Dana Calkins – Vice-Chair, Martha Canji – Secretary

1. Proposals for SIT budget to be amended in by-laws under Treasurer duties:

1. SIT shall maintain a \$2000.00 balance to be used for emergency expenditures and for early mini-grants if needed prior to magazine fundraiser. This money can be used at the discretion of the SIT members. (as worded on agenda)
 - Question regarding the \$2000.00 fund. What type of emergencies would be considered to access funds?
 - Ex: Once in a life time opportunity for a speaker
 - Ex: Unique opportunities
2. It is recommended that SIT budget \$250.00 each school year for Staff Appreciation. This fund will be replenished each year by the magazine fundraising profits at the beginning of each school year. The funds are to be used throughout the year for staff appreciation events. (re-worded as discussed / revised March 22 as indicated by Chair)
- 3 It is recommended that SIT budget \$200.00 each school year for all school dances. Any profit from the dances will be used along with other SIT funds for mini-grants. (re-worded as discussed)

Discussion notes as related to above topics

- Michele Lay will coordinate dances next school year
- Need to recruit volunteers from Linton, O’Dea, Shepardson and Kruse
- We charge 3.00 for dances
- Need a treasurer – not hard-tracks expenditures
- Joan in the office is very helpful with assisting and designating expenditures – Thank you!
- We have a joint PSA account. SIT funds are in that account and monitored separately.
- QSP magazine fundraiser has worked well and we are still receiving funds
- Can borrow from our \$2000.00 SIT fund to launch events and activities as necessary

2. Mini-grant decisions from the morning of March 13

- Most mini-grants were approved
 - Examples: funds went to a shared smart board, field trip for honors biology, installing LCD, Life skills, and computer desks for Read 180
 - Theresa has complete list and will email to SIT members along with these minutes
- Tonight 1 mini-grant was submitted (in lieu of misunderstanding regarding meeting for mini-grants)
 - Math dept. requesting funds for a smart board projector approx. \$2000.00 (perhaps \$900.00)
 - Conclusions: holding request for consideration for May or next fall / while also waiting on responses from other grant awards
- Looking at departments:
 - Math / Science tend to have needs for consumables
 - English tends to have funds available in department
 - Social Studies currently has projectors

3. Discussion notes regarding mini-grants and need for environmental / classroom / building

upgrades – beautification projects (bulletin boards, classroom repairs etc...)

- Noted objection to high expenditure for smart board when many teachers could benefit from \$50.00 beautification for each classroom
- SIT discussed earmarking **Culver's April 16th** fundraiser for classroom beautification projects
 - Fundraiser is worth 10% of the door
 - burgers, yogurt etc...
 - Culver's: 918 S Lemay Ave
Fort Collins, CO 80524
(970) 493-3639
 - 5-8pm
 - Dana will email staff to promote this event
 - SIT discussed calling the mini- grants for classroom beautification projects: E-grants (submission by email)
 - At this time hard copy mini grants are preferred

Other notes

- Candy bar fundraiser earmarked for 2008 9th grade dance and the Year end dance 2009
- Staff basketball earmarked to support Athletic department

4. What SIT requests of Staff:

- to support fundraisers
- to submit mini-grants for consideration
- to understand staff is welcome anytime to attend SIT meetings
- to encourage student participation in fundraisers

5. Review of philosophy of distribution of SIT funds

- to benefit as many students as possible
- to consider all mini- grants submitted

6. Middle School Implementation / Readiness Plan Update

- Asked to consider and brainstorm ideas for communication during Middle school transition
 - S4: Where are the parents going to get info on what is going on: communication - newsletters, online
 - S5: how can parental involvement and communication be maintained from elementary school as 6th graders enter middle school: communication – back to school night, open house, school of choice night, incoming 7th graders night, web leaders
 - S6: do we need to communicate differently with new student/parent demographics: communication - consider monthly folder home 6th, 7th and 8th graders to be signed, email, support group / parent informational Tuesdays – during September to answer questions and get information
 - S7: how will we address fears of parents now: communication – Dana Calkins to speak to Elementary groups now, and consider putting information in elementary Friday folders
- Next meeting for Middle School Implementation Plan – (?) April 2nd

7. Action items

- Theresa Gardzinski email staff regarding mini-grants
- Dana Calkins arrange for call out for 9th grade dance
- Dana will visit PTO's at feeder Elementary schools
 - to communicate and address transition concerns
 - to promote volunteerism

- to possibly have students share and represent us
- Dana arrange for call out to announce Boltz is green: newsletters online
 - also consider astro-bright cover for newsletters that do go home

Respectfully Submitted by Martha Canji, Secretary on March 16, 2008
Revised March 22, 2008 as indicated by Chair