

**Vail School District #20 Vail, Arizona**  
**Sycamore Elementary School**  
**Regular Meeting Minutes**  
**Tuesday, May 2, 2023**  
**4:15 p.m.**

**Present:**

**Ken Graff**, Principal  
**Jen Jepson**, Assistant to the Principal  
**Frank Hecht**, Community Rep, Chair  
**Jennifer Shioya**, Parent Rep, Clerk  
**Elisha Caywood**, Parent Rep  
**Dani Vulgamott**, Parent Rep  
**Kayla Rangel**, Certified Rep  
**Olsen Hancock**, Certified Rep  
**Megan McGowan**, Classified Rep

**I. Call to Order:** Meeting called to order by Mr. Hecht at 4:22pm.

**A. Pledge of Allegiance** skipped since we were not on-site at the school.

**B. Approval of Minutes** – Ms. Caywood moved to approve the minutes as written. Mr. Hancock seconded.

**C. Reports**

1. Member Report: Mr. Graff on behalf of PTA

- Staff Appreciation Week this week, PTA is providing lots of fun treats for the staff. Last Friday: Vail Coffee Stop provided coffee for the staff. M: Chick-fil-A lunch. Tu: Popcorn and snacks. W: Ice cream. Th: Staff gift. F: Omelet bar.
- 05/12 Community Fair, 6-9pm. 8 or 9 inflatables, 7 food trucks, games hosted by each grade, talent show, cake walk, staff dunk tank, silent auction. \$10 wristbands for kids (\$5 for additional kids), free entry for adults. Expecting a big crowd.
- 05/17 PTA Elections meeting.

2. Administrative Report: Ken Graff, Principal

- Spring Concert was last week. Amazing job and a lot of fun.
- Wrapping up after-school activities by the end of next week.
- Some standards and benchmarks are still left so still lots of work before the finish line!
- Activities for the last week of school:
  - 05/22: Field Day.
  - 05/24: Kindergarten promotions, 9:00am/12:30pm.
  - 05/25: 5<sup>th</sup> grade BBQ and promotion practice, yearbook signing.
  - 05/26: 5<sup>th</sup> grade promotion ceremony at 8:30am.
- Last week, the 5<sup>th</sup> graders toured Corona Foothills Middle School.
- Scheduling a time for Kindergarteners to check out 1<sup>st</sup> grade.
- Summer school will happen for K-5 (if state funding doesn't work out, district has agreed to cover) over the first two weeks of summer break (Tu-F, M-Th). Sycamore will also host Copper Ridge kids.
- One week to help transition incoming Kindergarteners (already 8 signed up).
- 5<sup>th</sup> grade Wax Museum on 05/16 and 05/17, two classes each day. Students choose a historical figure and do research, write a speech, and become that person, providing information for people coming by.

**D. Call to the Public**

No members of the public present, but still following up to ensure Ms. Guagliardo's class receives its PJ day by the end of the year. Hopefully will happen this Friday.

## **E. Recognitions**

1. Ms. Shioya
  - All teachers who have stepped up to fill in for staff and club advisors we have lost over the school year: Ms. Gau, Ms. Wright, Ms. Brozman, Ms. Savage, Ms. Merrill. Special thanks to Ms. Brozman, Ms. Savage, and Ms. Merrill for their work with the students on Band/Choir/Orchestra and putting together an amazing Spring Concert last week.
2. Mr. Hancock
  - Ms. Eastman: A good gatekeeper presence in the office.
  - Mr. Frank Hecht: For all his work for the school and community, joining committees and volunteering for all events.
3. Mr. Hecht
  - Front Office staff: Happened to be there on a busy day and just impressive and inspiring to see everyone seamlessly stepping in for each other wherever help was needed and their ability to get everything done so that everything is handled (kids, phones, staff, parents).
4. Mr. Graff
  - Ms. Shioya: For years of service on the Site Council.
  - Ms. Payne: For all her dedication to the school and her students. Retiring end of school year, planning a party when a date can be picked.
  - Ms. Rangel: For all her leadership at Sycamore and contributing to the Sycamore culture. She will be leaving Sycamore at the end of the school year.
5. Ms. Jepson
  - Site Council: For giving their time to serve on the Council.
  - Ms. Hope White: Stepping up and showing that she is truly a leader in the making.
  - Mr. Graff: For all the mentorship and welcoming her in her first year here at Sycamore.

## **II. Consent Agenda**

None.

## **III. Old Business**

### **A. 2022-2023 Staffing and Enrollment**

- Currently have 701 students enrolled. Projected 705. Currently short one SpEd parapro, but well-staffed otherwise. Focusing on the 2023-2024 school year.

### **B. Facilities Update**

- Company to install canopies in front of the school will be coming tomorrow for a site visit and staking. Could be completed in the next two weeks, a 2-day job. Mr. Graff hoping that they can come and start a Saturday and then install on a Monday.
- Mr. Carruth and Board members took a tour of the playground and the area Sycamore would like to have tiered for usability and erosion control. Still on-going. Hoping that the School Facility Board would be footing most of the bill when we can move forward.
- No longer plan to have CFMS use the Sycamore field for their football/soccer practice and games. They would only use it for softball.
- Exterior 8ft fencing project complete! Considering putting up a sign requiring parents to go through the office when leaving campus during school hours (instead of through the crash

bar gates). Also looking into keypads (\$20k each) for the AfterCare/Preschool parents so they can get through the gates to pick up their kids.

#### **IV. New Business**

##### **A. 2023-2024 Staffing and Enrollment**

The current projection for January 2024 is 682 students. With current numbers of incoming Kindergarteners and remaining students, only 10 students shy of projection. Open enrollment is available for K-3<sup>rd</sup> grade (4<sup>th</sup> and 5<sup>th</sup> are already full or over capacity). Plan to have 4 sections of 1<sup>st</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades and 5 sections of Kinder, 2<sup>nd</sup>, and 3<sup>rd</sup> grades.

- Still looking for PE and Music teachers; will likely be looking at non-certified candidates who would work on certification while teaching.
- Ms. Trejo (Resource) will be moved to Inclusion next year with Rene Frejoles and will be looking for a replacement for Resource to work with Ms. Roell.
- Still waiting to hear whether the state will accept the grant for a counselor. If it works out, will look to hire a social worker.
- The district increased the Maintenance & Operations budget by 8% to account for inflation.

##### **B. Campus Safety**

Mr. Graff reported on the 8ft exterior fencing project during his facilities report. [Please see the 4<sup>th</sup> bullet under III.B above for details.]

This will remain on the agenda as a running item.

##### **C. 301 Goals**

Mr. Graff reported that all 301 goals were met this year!

- 100% of the teachers submitted their lesson plans, etc. for their Beyond Textbooks goal.
- The test score goal was also met, with the students hitting an average of 77% in math and 83% in ELA (target was 75% or better).
- Kindergarteners hit 89% of their sight words/photograms/numbers to 100 goal.

Mr. Hancock moved to accept. Ms. Shioya seconded. Mr. Hecht signed the form as Chair of the Council.

#### **V. Next Meeting**

N/A, as this is the final meeting of the 2022-2023 school year.

#### **VI. Adjournment**

Mr. Hecht adjourned the meeting at 5:54pm.