

**Vail School District #20 Vail, Arizona**  
Sycamore Elementary School  
Regular Meeting Minutes  
**Monday, August 21, 2023**  
**4:00 p.m.**

**Present:**

**Ken Graff**, Principal  
**Jennifer Jepson**, Assistant to the Principal  
**Dani Vulgamott**, Parent, Chair  
**Erin Cool**, Parent Rep, Clerk  
**Elisha Caywood**, Parent Rep  
**Kacie Casey**, Certified Rep  
**Olsen Hancock**, Certified Rep  
**Megan McGowan**, Certified Rep

**I. Call to Order:** Meeting called to order by Ms. Vulgamott at 4:12pm.

**A. Pledge of Allegiance**

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

**C. Reports:**

1. Member Report Dani Vulgamott on behalf of PTA

- Friday's movie night was cancelled, but 90 pizzas were delivered in the rain.
  - Candy, soda, & merchandise was available for purchase and sold
  - New shirts are now available in a variety of colors
- Paint Night will be Bob Ross themed and held on 9/8
  - 2 different landscapes will be the options
  - Pen Macias mocked up AZ desert landscape
- Dairy Queen Night is 9/6
  - 25% of proceeds come back to the PTA
- Parent Teacher Conference lunch plans are underway
- Fundraising with Step It Up Assembly will be 10/18
  - Assembly will be broken into 2 groups K-2 & 3-5
  - The fundraiser will be active for 3 weeks
  - The students get a golden ticket and send 10 emails each which makes them eligible for 3 prizes

2. Administrative Report: Ken Graff, Principal

- Student Council is campaigning.
  - They will have an assembly Friday (8/25/23) to give speeches and display their posters. They will vote when they return to class.
- N.E.H.S. will have their inductee ceremony 9/17/23.
  - There are ~16 inductees so far.
  - To be considered you have to be in 4<sup>th</sup> or 5<sup>th</sup> grade and maintain a 3.8 GPA.
- Joint Site Council is 9/18/23. Email with details to follow.  
Cienega, dinner 1<sup>st</sup> meeting starts at 6:00pm
- 5<sup>th</sup> grade music performance 9/21/23.
- Lots of clubs and activities and evening events. More details on that later.

**D. Call to the Public:** No members of the public present.

**E. Recognitions:**

1. Megan McGowan
  - Hope White: Paraprofessional – No better way to say it than on it. She is always aware and catches things as they happen in the classroom.
2. Elisha Caywood

- Mr. Hernandez: He has a welcoming/accommodating classroom and a calming demeanor. So happy with the way he helped ease the transition to 2<sup>nd</sup> grade.
- 3. Jennifer Jepson
  - Melanie Eastman: Her help in the cafeteria and new PBIS leaderboard with a \$50 stinger dollar prize is just what was needed. She is at every event and always gives 100% effort.
  - Katie Savage: She has a great fresh take on music instruction. She used the tortoise and the hare and different paced circles to explain tempo.
- 4. Olsen Hancock
  - Ms. Gau: She is positive even in the midst of tragedy. She has contagious excitement and is culturally committed.
- 5. Erin Cool
  - Ms. Subra: She is always supportive whether running pizzas in the rain or covering the health office while vision/hearing testing is underway.
- 6. Ken Graff
  - Bike Rodeo was a lot of fun. The PTA put together a great event.
    - Sophia Holton did a good job finding volunteers
    - Tori Janes and Melanie Eastman for helping with registration
    - Ms. Hecht had a great booth
  - Family Reading night was a great success and well attended
    - Nicole Baysore did a wonderful job facilitating the event
    - Thanks to Ms. Subra for stepping in and reading on short notice
  - Staff Development is off to a good start
    - Sara Hecht, Natasha Tepper & Jennifer Johnson lead ? in-service.
    - Amanda Middendorf lead a math in-service
    - Brian Turner lead a tech in-service
    - Wednesday 8/23 the staff is going to Esmond Station for in-service

## II. Consent Agenda

1. Field Trip: 4th Grade Trip to Desert Museum
2. Fundraising: STUCO Holiday Grams for 23/24 School Year
3. NEHS: Sale of Glow Sticks and other items at PTA School Events

Ms. Caywood moved to approve. Mr. Hancock seconded.

## III. Old Business

### A. 2023-2024 Staffing and Enrollment

1. Projections for the 23/24 school year is for 682 students. So far, enrollment is at 679.
  - Kinder is perfect at 108
  - 2<sup>nd</sup> is perfect
  - 3<sup>rd</sup> is low
    - OK because there are multiple IEPs and they can have more specialized attention
  - 4<sup>th</sup> is perfect
  - 5<sup>th</sup> is over
    - We may need to request an additional teacher
    - If not approved by the 1<sup>st</sup> quarter, then paraprofessionals will be added to support teachers and students.
  - Carolina Quijada will be the new librarian
  - Fully staffed minus 2 special education paraprofessionals

### B. Facilities

- New blinds, trash bins and shed

- We have extra shade thanks to the new shade structures
- There is a work order in to paint the main parking lot and fix the pot hole in the preschool parking lot
- Field erosion continues to be a problem. AZ State facilities quoted 1M to fix it.
- Water fountains need updates
- Water heaters are failing which is to be expected after 20 years

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

##### **A. Tax Credit: Undesignated Funds**

- Administration seeks Site Council's approval to move funds from undesignated Tax Credit funds (Greatest Need) to support other underfunded student club accounts during the 2023-2024 school year.

Ms. Caywood moved to approve. Ms. Cool seconded.

##### **B. Student Activities**

- There are new clubs this year
  - Peace Patrol
  - Drama
  - Muppet
  - Creative Writing & book
- After school clubs support the whole child
- The tax credit helps fund all the clubs

##### **C. School and PTA Events for 2023-2024**

- Tentative events for the school year are posted online and were sent for council review
- Sometimes Dine-out nights are TBD and have place holders in the calendar
- Parent Teacher conferences are 9/14 & 9/15

##### **D. Campus Safety**

- 8ft Fences & crash bars have been installed
- New signage to establish the front office as the entry and exit during school hours
- Security key pads will be added to kinder and pre-school gate
  - For afterhours pick-up a key card or electronic key card on your phone will need to be scanned
- Mr. Hancock asked why doors aren't spring loaded so they automatically close because on windy days they sometimes are found ajar
  - In the event of an emergency the doors need the ability to open wider to allow more people to exit
- Chains have been attached to the gates so the wind won't blow them
- Yellow vests continue to be worn by staff at all access points
- A lock down drill is scheduled for next week

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

Monday, 9/11/2023 at 4pm in the community room

#### **VI. Adjournment**

Ms. Caywood moved to adjourn. Mr. Hancock seconded. Meeting adjourned at 5:15pm.

Administration will provide of review of EEP plans and student organizations for the 23/24 school year for year.

#### C. School and PTA Events for 2023-2024 INFORM

##### Background:

Administration will provide of school and PTA events for the 23/24 school year for year.

#### D. Campus Safety INFORM/DISCUSS

##### Background:

Administration will share information the Sycamore's campus safety procedures.

Recommendation: None at this time. Information and discussion item.

#### E. Next Meeting ACTION

#### F. Adjournment ACTION

Vail School District #20

Vail, Arizona

Sycamore Elementary School

#### AGENDA

##### Regular Meeting

Monday, August 21, 2022

4:00 p.m.

##### 1. Call to Order

###### A. Pledge of Allegiance

###### B. Approval of Minutes

###### C. Reports

\* Member Reports

\* Administrative Report

###### D. Call to the Public

###### E. Recognitions

##### 2. Consent Agenda

All items attached are consent matters and should be considered by one motion at this time. There will be no discussion of consent items. Any Site Council member may remove an item from the consent agenda by request. All items not accepted and approved, as part of the consent agenda will be considered individually.

###### A. Field Trip: 4th Grade Trip to Desert Museum

###### B. Fundraising: STUCO Holiday Grams for 23/24 School Year

###### C. NEHS: Sale of Glow Sticks at PTA School Events

### 3. Old Business

A. 2023-2024 Enrollment and Staffing Update INFORM/DISCUSS

B. Facilities INFORM/DISCUSS

### 4. Old Business

A. Tax Credit: Undesignated Funds ACTION

B. Student Activities INFORM

C. School and PTA Events for 2023-2024 INFORM/DISCUSS

D. Campus Safety INFORM/DISCUSS

5. Next Meeting ACTION

6. Adjournment ACTION