

**Vail School District #20 Vail, Arizona**  
Sycamore Elementary School  
Regular Meeting Minutes  
**Monday, September 11, 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 4:02pm.

**A. Pledge of Allegiance**

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

**C. Reports:**

1. Member Report Dani Vulgamott on behalf of PTA

- Friday night was paint night. 144 people attended.
- DQ Night last Wednesday pop up tent with kid's prizes. Fun to mingle and see parents.
  - No number for the amount raised yet
- Spooky run is coming up on 10/28 flyers will go out soon.
- Another dine out post fall break
- Vail Coffee 9/23 PTA day 4pm-7pm with food trucks

2. Administrative Report: Ken Graff, Principal

- Vail Family connections this Saturday at Mica Mountain
  - Breakfast and 2 breakout sessions
  - Free picnic lunch jumping castles
- Diaper drive in full swing. Otter pops for top 2 classes
  - Donated to diaper bank
  - Can donate gift cards
- Parent teacher conference 1130 dismissal Conferences end Thursday 7pm Friday 3p
- Benchmark testing 2<sup>nd</sup> grade finished last week. 3<sup>rd</sup>-5<sup>th</sup> will finish this wk
- 3-week break
  - ½ day intersession 8am-11am. 1<sup>st</sup> week of break 9/25-29.
- Step it up 10/18 fundraiser kick off. Main fundraiser for the year
  - Getting away from math-a-thon
  - 2 weeks then done. Day of awesomeness in November-inflatable day
  - Electronic marquis 38K for Andrada. May be the plan for fundraiser funds.
- 10/21/23 make a difference day 8am-12pm. Community Service Club, Garden Club, NEHS, STUCO cleaning up brush and potted plants.
- 9/21/23 5<sup>th</sup> grade concert 6pm.
- Reading buddies starts tentatively 9/20 breakfast or 10/16 if 9/20 doesn't work.
  - Reading buddies are volunteers that come in 1 or 2 times a week to work with kids that need help building relationships and reinforcing reading.

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

**E. Recognitions:**

1. Jennifer Jepson

- Tori Janes: She is phenomenal pays attention to detail full of answers and what did we miss. Forward thinker who takes pride in her work.
- Brian Turner: He is a Joy and patient with Library changes. Positive and solution based. Tish Gora
- 2. Olsen Hancock
  - Tish Gora is knowledgeable and created a point system that encourages good behavior and excitement. She is welcoming.
- 3. Elisha Caywood
  - Kim Moore never ending patience at crosswalk and good conflict resolution
- 4. Ken Graff
  - Kacie Casey NEHS induction Thursday nice job prepping a lot of work prior making sure that GPAs are acceptable and they will be successful candidates. Identified board. Great event proud parents
  - Janet Roby Day to Day art and the paint night Bob Ross trivia and Grand Canyon trivia while also painting is impressive.
  - Penny Macias wonderful job also.
  - PTA for organizing
  - Kate Savage working hard for 5<sup>th</sup> grade performance. Natural and great at interacting with kids. Balancing Band, Choir, and Orchestra. She is here early & stays late.
  - Louisa Coulter comes back to work post injury special education para offers leadership and great support. She is a person of character.

## **II. Consent Agenda:**

None.

## **III. Old Business**

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

- Withdrawals since last month.
- Despite that, Additional 5<sup>th</sup> grade teacher approved!
- Need to let staff know and start looking at reconfiguring classes moving approximately 5 kids per current class to new section
- Ideally we will start new teacher post break.
- Use room 401 empty classroom will not need equipment
- Then call parents that may be affected.
- Looking for a strong balanced equitable class.
- Feels good about possible candidates
- Short term contract through year end, so we can reassess next school year.
- What happens to the new teacher? Attrition or growth. Otherwise, need to downsize. Extra staff might be allowed to transfer to a different Vail school
- 2<sup>nd</sup> grade is creeping up in enrollment
- 1<sup>st</sup> grade para Elise Hart resigning
- End of week we should be fully staffed for the 1<sup>st</sup> time this year

### **B. Facilities**

- Water fountain order processed for installation over break
- Irrigation line fixed and work to be done TBD
- Parking lot, tree trimming, still pending
- Fencing welds are breaking on brand new fence.
- Ron Haymore with facilities to come look at fencing
- Work order for crash bars because they are hard to open
- Sidewalks are old & roots have grown and the concrete is cracking. Repairs scheduled.

## **IV. New Business**

## **A. SWIS Update (School Wide Information System):**

### **1. Handout reviewed**

- Whenever we have an office referral to document behavior we track it
  - Defiance low number and Physical Aggression highest
  - M = minor offense and taken care of by teacher
  - No M = principal's office dealt with
  - A lot of behaviors are happening in class
  - Actions taken
  - Thursday wins, Wed and Friday are close behind for
- Decrease in referrals from 62 this time last year down to 46 this year. Minors are at 5 this year down from 21 last year. Majors are at 25% down from 57% last year. Trending down.
- Record keeping may cause unclear statistics because sometimes more than one consequence is selected.
- Next quarter we will look at this again.
  - Referrals white form for data entry yellow for follow up with teacher
  - Supportive parents
  - Age of student taken into account when determining punishment.

## **B. 2023-2024 301 School Goals**

### **1. Tax measure that incentivizes teachers to perform by granting \$700 for each of 2 goals met up to \$1400**

- Goal 1: measure academic success
  - Maintain an A grade
  - SAT scores
  - ELA/Math proficient/highly proficient goal from last year assessed by benchmarks.
  - 77% passed ELA 83% for math in grades 1-5 made the goal.
  - K met the goal 90% proficiency with Spalding phonogram mastery, 89% site word mastery, and 91% mastery of number writing to 100.
  - Bi-weekly performance meetings and reteach and enrich and then reassess.
- Goal 2: Support the contribution of curriculum to Beyond Textbook
  - Goal achieved. 100% of teachers completed their Beyond Textbooks post.
- Should we change the goals for this school year?
  - Discussion about SMART goals and whether to increase the goals.

## **C. After-School Tutoring & Intersession Update**

- Michele Pangle has 46 students currently enrolled in tutoring.
- During conferences intersession will be offered for students that can benefit from tutoring.

## **D. Campus Safety**

- Fence repair is at the top of the list. Hinges may be undersized.
- Lock down scheduled Wednesday 1:15pm
- Fire drill next week in the afternoon

## **V. Next Meeting**

Monday, 10/16/2023 at 4pm in the community room

Ms. Cool motioned to approve. Mr. Hancock seconded.

## **VI. Adjournment**

Ms. Cool motioned to adjourn. Ms. Casey seconded. Meeting adjourned at 5:24pm.