



J. Graham Brown School
Budget Committee Meeting Agendas
2021-22
Click: [Zoom Link](#)

Click these links to jump to the meeting agenda for that date.

Monday, 9/20	Monday, 12/13 at 4:45	March 14, 2022 - 4:45
Monday, 10/18	January 13, 2022 - 4:45	April 18, 2022 - 4:45
Monday, 11/15	Monday, February 14, 2022 - 4:45 Monday, February 21, 2022 9:00 Monday, February 28, 2022 - 4:00	May 9, 2022 - 4:45

at 4:45 online Zoom 2/14, 3/14, 4/18, 5/9

J. Graham Brown School
Budget Committee Meeting Agenda
May 9, 2022
4:00 PM
Click: [Zoom Link](#)

Those invited to the meeting:

Staff - Brian Garrett, Christi George, Amanda Klakamp, Angela Parsons, Amy Thornton, Shawn Wilson, Catherine Duff

Parents - Michaela Johnson, Cheryl O’Malley, Shawna Stenton, Claire Valentine, Elizabeth Williams

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision			
Carryover Funds	Angela		Request for Approval for Carryover Funds Plan Michaela moved to approve the plan. Liz seconded the motion and it was approved by consensus.
Review of Budget Reports			Budget Report Flexible Budget Summary Activity Accounts: District-Based; School-Based
Preparation:	Next meetings are:		

J. Graham Brown School
Budget Committee Meeting Agenda
April 18, 2022
4:00 PM
[Click: Zoom Link](#)

Those invited to the meeting:

Staff - Brian Garrett, Christi George, Amanda Klakamp, **Angela Parsons, Amy Thornton**, Shawn Wilson, Catherine Duff

Parents - Michaela Johnson, Cheryl O’Malley, **Shawna Stenton**, Claire Valentine, **Elizabeth Williams**

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision			Amy called the meeting to order at 4:03 PM. Amy read the vision.
School Fees			School Fees for 2021-22 Can we poll our teachers/staff/AD/sponsors to see if we need to add new fees or increase/reduce current fees? School Fees for 2022-23 must be approved at the next Budget Committee meeting and the April SBDM meeting. -Right and Privileges -Instrument Rentals -Do you have what you need? Too much/too little Questions Changes to Current Fees: <ul style="list-style-type: none">Can we do a \$5 elementary art fee? (\$5 of the team money goes to art)Can we add a Middle School art fee? (We already charge a fee)Increase Drama by \$5Remove Journalism FeeLower Jr. Beta to \$15 Proposed New Fees/Changes for 2022-23 → Soccer \$50 → Tennis \$40 → Wrestling \$50 → Digital Literacy \$30 → Increase Drama to \$45 Shawna made a motion to approve the suggested fee changes. Liz Williams seconded the motion and it was approved by consensus.
Review of Budget Reports			Budget Report Flexible Budget Summary Activity Accounts: District-Based ; School-Based
Preparation:	Next meetings are:		

J. Graham Brown School
Budget Committee Meeting Agenda
March 14, 2022
4:00 PM
[Click: Zoom Link](#)

Those invited to the meeting:

Staff - Brian Garrett, Christi George, Amanda Klakamp, Angela Parsons, **Amy Thornton**, Shawn Wilson, Catherine Duff

Parents - **Michaela Johnson**, Cheryl O’Malley, **Shawna Stenton**, Claire Valentine, **Elizabeth Williams**

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision			<p>Amy called the meeting to order at 4:03 PM. Amy read the vision.</p> <p>Frequently used Links to Reports and Spreadsheets:</p> <p>A. FY23 Instructional Materials Budget</p> <p>B. FY23 ESS Budget</p> <p>C. FY23 Flexible Focus Funds Budget</p> <p>D. Section 4 & 5 Staffing Change Request</p> <p>E. Needs Assessment</p> <p>F. JCPS KETS Guidelines</p> <p>G. JCPS Software Guidelines</p>
FY23 Flexible Focus Funds Budget			<p>Due March 15</p> <p>We are working on wish list items for our \$16,323 - a rear projection screen and projector for the auditorium and a wall/doorway for the new MS counselor.</p> <p>**From Angela - can we put \$6500 in account code 1651077-0434-900XS to create the new office in the Student Support Team Suite? See below.</p> <p><i>Angela,</i></p> <p><i>I have our pricing complete for the wall with the exception of the electrical work required from AES to rework the light switches. Depending on where the electrical pricing comes in, I think it is going to be right around \$6,000 total. AES is trying to get their pricing to me before I have to leave for our progress meeting but they are waiting on a vendor to send them pricing for the Occupancy Sensor Switch.</i></p> <p><i>Thanks</i></p> <p><i>Mike Rippy</i> <i>Project Manager, EH Construction, LLC</i></p> <p>**From Angela, can we put the remainder into 1651077-0734-900XS (projector) or 1651077-0739-900XS (screen) and use carry over funds for anything remaining?</p> <p>Michaela Johnson made the motion to allocate \$6500 in account code 1651077-0434-900XS to create the new office in the Student Support Team Suite and put the remainder into 1651077-0734-900XS (projector) or 1651077-0739-900XS (screen), and seconded by Shawna. The motion was carried by consensus.</p>
School Fees			<p>School Fees for 2021-22</p> <p>Can we poll our teachers/staff/AD/sponsors to see if we need to add new fees or increase/reduce current fees? School Fees for 2022-23 must be approved at the next Budget Committee meeting and the April SBDM meeting.</p> <p>ILT Fee Questions:</p> <p>-Right and Privileges</p> <p>-Instrument Rentals</p> <p>-Do you have what you need? Too much/too little</p>

Review of Budget Reports			Budget Report Flexible Budget Summary Activity Accounts: District-Based ; School-Based
Preparation:	Next meetings are:		

J. Graham Brown School
Budget Committee Meeting Agenda
February 28, 2022
4:00 PM
[Click: Zoom Link](#)

Those invited to the meeting:

Staff - [Brian Garrett](#), Christi George, Amanda Klakamp, [Angela Parsons](#), Amy Thornton, Shawn Wilson, Catherine Duff

Parents - [Michaela Johnson](#), Cheryl O’Malley, Shawna Stenton, Claire Valentine, Elizabeth Williams

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision			<p>Amy called the meeting to order at 4:03 PM. Amy read the vision.</p> <p>Frequently used Links to Reports and Spreadsheets:</p> <p>H. FY23 Instructional Materials Budget</p> <p>I. FY23 ESS Budget</p> <p>J. FY23 Flexible Focus Funds Budget</p> <p>K. Section 4 & 5 Staffing Change Request</p> <p>L. Needs Assessment</p> <p>M. JCPS KETS Guidelines</p> <p>N. JCPS Software Guidelines</p>
FY23 Flexible Focus Funds Budget			<p>Due March 15</p> <ul style="list-style-type: none">ScholasticsAdditional \$ for office furniture (\$2000)Funds for building mod for MS Counselor OfficeItems from the Needs Assessment<ul style="list-style-type: none">Extra subs for teachers to go observe at other schools. \$2000\$600 for 6th headphones\$2000 softwareGo Guardian \$2500Printing for workbooks \$8800 <p>The committee worked on allocating items from the needs assessment and other recurring expenses.</p> <p>We are working on wish list items for our \$16,323 - a rear projection screen and projector for the auditorium and a wall/doorway for the new MS counselor.</p> <p>Amy moved to adjourn and Angela seconded the motion. The meeting adjourned at 5:07 PM/</p>
Preparation:	<p>Next meetings are:</p> <ul style="list-style-type: none">4:45 Mar 14 <p>-Michaela is checking on auditorium screen</p> <p>-Look for a resolution on papercut printing</p> <p>-Amy will check line 94</p>		

J. Graham Brown School
Budget Committee Meeting Agenda
February 23, 2021
4:00 PM
[Click: Zoom Link](#)

Those invited to the meeting:

Staff - Brian Garrett, Christi George, Amanda Klakamp, Angela Parsons, Amy Thornton, Shawn Wilson, Catherine Duff

Parents - Michaela Johnson, Cheryl O’Malley, Shawna Stenton, Claire Valentine, Elizabeth Williams

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision			Frequently used Links to Reports and Spreadsheets: O. FY23 Instructional Materials Budget P. FY23 ESS Budget Q. FY23 Flexible Focus Funds Budget R. Section 4 & 5 Staffing Change Request S. Needs Assessment T. JCPS KETS Guidelines U. JCPS Software Guidelines
Instructional Materials FY23 Instructional Materials Budget Needs Assessment JCPS KETS Guidelines			Due March 2nd <ul style="list-style-type: none">Library Resources<ul style="list-style-type: none">\$4000 for Elementary/Middle School\$4000 for High SchoolOnline Resources like: Generation Genius, BrainPop, BrainPop Jr., Flocabulary videos, Music, Digital Theatre Plus \$6810Racially Diverse Text for classrooms \$5400New ACT Books \$1500Coding Software \$2445 (and part of music/theatre software)Visual Art Books \$1500 Amanda moved to approve the instructional materials budget. Michaela seconded the motion and it was approved by consensus.
FY23 Flexible Focus Funds Budget			Due March 15 <ul style="list-style-type: none">Scholastics
Preparation:	Next meetings are: <ul style="list-style-type: none">4:00 Feb. 284:45 Mar 14		

J. Graham Brown School
Budget Committee Meeting Agenda
February 21 , 2021
9:15 AM
[Click: Zoom Link](#)

Those invited to the meeting:

Staff - Brian Garrett, Christi George, Amanda Klakamp, Angela Parsons, Amy Thornton, Shawn Wilson, Catherine Duff

Parents - Michaela Johnson, Cheryl O’Malley, Shawna Stenton, Claire Valentine, Elizabeth Williams

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision			Angela Parsons shared the vision.
Instructional Materials FY23 Textbook Budget Needs Assessment JCPS KETS Guidelines			Due March 2nd <ul style="list-style-type: none">Library resourcesOnline Resources like: Generation Genius, BrainPop, BrainPop Jr., Scholastic, Flocabulary videosRacial Diverse Text for classroomsDigital Curriculum resourcesNew ACT BooksSoftware for MusicCoding SoftwareDigital Theatre Plus software <p>*Committee members should get general idea of the cost of the above items</p> <p>*\$4000 ELEM/MS Textbook Budget and \$4000 HS Textbook Budget should be earmarked for library</p>
Extended School Services FY23 ESS Budget			Due March 2nd <p>-Daytime ESS seems to work better for our school because we get much higher participation. -Angela suggested we put \$23,750 for Daytime ESS and \$923 for for after school ESS</p> <p>Amanda made the motion to allocate the funds, and seconded by Shawna. The motion was carried by consensus.</p>
Additional Funds			<ul style="list-style-type: none">\$10,000 Technology-Related Hardware (laptops for MS Counselor and School Safety Admin)\$10,000 Technology-Related Supplies\$10,000 Furniture (approx \$12,000 needed for office furniture for new MS Counselor & School Safety Administrator) *Additional furniture for FRYSC
Section 4 & 5 Staffing Change Request			Due March 15 <p>Angela shared that she would prefer to cash-in a 1/3 of a teacher salary to help pay for an additional library media clerk. That would free up a clerk to work in the innovation lab and with devices.</p> <p>The motion was made by Shawna, and was seconded by Amy. The motion was carried by consensus.</p>
FY23 Flexible Focus Funds Budget			Due March 15
Preparation: *Committee members should get general idea of the cost of the above items	Next meetings are: <ul style="list-style-type: none">4:00 Feb. 234:00 Feb. 284:45 Mar 14		

J. Graham Brown School
Budget Committee Meeting Agenda
February 14 , 2021
4:45 PM
[Click: Zoom Link](#)

Those invited to the meeting:

Staff - *Brian Garrett, Christi George, Amanda Klakamp, Angela Parsons, Amy Thornton, Shawn Wilson, Catherine Duff*

Parents - *Michaela Johnson, Cheryl O’Malley, Shawna Stenton, Claire Valentine, Elizabeth Williams*

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision	Amy	4:45 - 4:46	
Budget/Staffing Update https://watch.screencastify.com/v/hTbFlnOBasJR9DWWyJFD	Angela		<ul style="list-style-type: none">Receiving several budget requests: full-time MS Counselor, full-time STC, increased EIC from part-time to full-timeAsked for a middle school assistant principal due to having 450 MS/HS and 740 students school wide (new school allocation standards say 450 students = 2 APs for MS/HS and 700 students = 3 APs). Request was declined.
Brown FY23 General Fund and Add-Ons Budget & Staffing	Angela		Due - March 2, 2022 ESS and Textbook Funds
Review of the funding sources monitored monthly by the SBDM Council	Committee Members	5:20-5:40	Shared this months reports All linked reports are effective: <ul style="list-style-type: none">Flexible Budget SummaryActivity Accounts: District-Based; School-Based
Preparation:	Next meetings are: <ul style="list-style-type: none">9:15 Feb. 214:00 Feb. 234:00 Feb. 284:45 Mar 14		

J. Graham Brown School
Budget Committee Meeting Agenda
January 13, 2021
4:45 PM
[Click: Zoom Link](#)

Those invited to the meeting:

Staff - Brian Garrett, Christi George, Amanda Klakamp, **Torri Martin**, Angela Parsons, **Amy Thornton**, **Shawn Wilson**, Catherine Duff

Parents - **Michaela Johnson**, Cheryl O’Malley, **Shawna Stenton**, Claire Valentine, **Elizabeth Williams**

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision	Amy	4:45 - 4:46	
Sections 4 & 5 Staffing Change Request	Angela Parsons	4:46-5:00	Angela has requested this staff request, because these positions were posted and there were no applicants/no eligible applicants. The committee discussed the district, statewide, and state staff shortages. The section 4 & 5 staffing change request was approved by consensus.
Needs Assessment for 2022-23 school year	Committee Members	5:00-5:20	The committee reviewed the Needs Assessment Results , and discussed the good response rate of 27 staff members who had completed the survey. We observed that we had varying grade levels. Shawna mentioned that while the staff scored racial equity as the number one school-wide goal, the teachers did not mention it in their classroom needs. She also believes that the eye washing station the science teacher has requested should be addressed as soon as possible because she believes it is a safety issue. Amy will speak to Angela about this. Is it included in the renovation? Elizabeth wanted to know if we could address the teacher that needed the new laptop. Amy explained that this device issue was resolved. The staff member from the survey was the K-5 school counselor. The committee discussed that because the district only buys devices for teachers the school was responsible for the leadership teams devices. The state is now asking for a rationale for the make/model of devices purchased, and it was recently approved. Michaela Johnson asked if racial equity was considered when looking for the middle school math teacher position. Torri shared that the staff since summer of 2021 has written interview questions with racial equity lens. Amy shared that the hiring committee also completed training concerning equity. Elizabeth asked Amy shared that we are waiting on our budgetary allocation to move forward.
Review of the funding sources monitored monthly by the SBDM Council	Committee Members	5:20-5:40	Shared this months reports All linked reports are effective : <ul style="list-style-type: none">Flexible Budget SummaryActivity Accounts: District-Based; School-Based
Preparation:	Next meeting is Monday 2/14		

J. Graham Brown School
Budget Committee Meeting Agenda
December 13, 2021
4:45 PM
[Click: Zoom Link](#)

Those invited to the meeting:

Staff - Brian Garrett, Christi George, **Amanda Klakamp**, Torri Martin, Angela Parsons, **Amy Thornton**, Shawn Wilson

Parents - Michaela Johnson, Cheryl O’Malley, Shawna Stenton, Claire Valentine, **Elizabeth Williams**

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision		4:45 - 4:45	
Review of the funding sources monitored monthly by the SBDM Council	Committee Members	4:45 - 4:55	Shared this months reports All linked reports are effective 12/10/21: <ul style="list-style-type: none">Flexible Budget SummaryActivity Accounts: District-Based; School-Based
Needs Assessment for 2022-23 school year	Committee Members	4:55-5:30	Amy shared with the committee the results of the Needs Assessment. However, the committee will have to discuss next steps during the January meeting, because there were only 3 people present. Needs Assessment Results
Preparation:			

Future Meetings at 4:45 online Zoom: 2/14, 3/14, 4/18, 5/9

J. Graham Brown School
Budget Committee Meeting Agenda
November 15, 2021
4:15 PM
[Click: Zoom Link](#)

Those invited to the meeting:

Staff - Brian Garrett, Christi George, Amanda Klakamp, Torri Martin, Angela Parsons, Amy Thornton, Shawn Wilson

Parents - Michaela Johnson, Cheryl O'Malley, Shawna Stenton, Claire Valentine, Elizabeth Williams

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision		4:15 - 4:15	
Review of the funding sources monitored monthly by the SBDM Council	Committee Members	4:15 - 4:20	All linked reports are effective 11/11/21: <ul style="list-style-type: none">• Flexible Budget Summary• Activity Accounts: District-Based; School-Based
Approval Request for Section 4 and 5 SBDM Staffing Change	Committee Members	4:20-4:25	Michaela Johnson moved to approve the Section 4 and 5 SBDM Staffing Change. Torri Martin seconded the motion and it was approved by consensus.
Needs Assessment for 2022-23 school year	Committee Members	4:25-4:30	The committee discussed doing the Needs Assessment through PLCs and Levels. It was determined that Levels would be a more appropriate venue for this discussion. The next level meeting is scheduled for December 7th. The leaders of levels will be responsible for completing it with their level. Amy is going to put together a form/template for Needs Assessment and send it to committee members for feedback. She would like feedback back in an email.
Meeting Times	Committee Members	4:30-4:35	A couple of committee members have shared that they cannot come to the meetings at 4:15. The meeting time was set so that it didn't conflict with the PD Committee meetings. There was discussion of moving it to 5:15 and 4:45. The committee decided to move their scheduled meeting time to 4:45 PM.

J. Graham Brown School
Budget Committee Meeting Agenda
October 18, 2021
4:15 PM
[Click: Zoom Link](#)

Those invited to the meeting:

Staff - Brian Garrett, Christi George, Amanda Klakamp, Torri Martin, Angela Parsons, Amy Thornton, Shawn Wilson

Parents - Michaela Johnson, Cheryl O’Malley, Shawna Stenton, Claire Valentine, Elizabeth Williams

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision		4:15 - 4:20	
Review of the funding sources monitored monthly by the SBDM Council	Committee Members	4:30 - 4:40	All linked reports are effective 10/18/21: <ul style="list-style-type: none">Flexible Budget SummaryActivity Accounts: District-Based; School-Based
			Question: -When will fees collected be reflected into individual accounts?

Preparation: Next meeting is Monday, October 18, 2021 at 4:15

J. Graham Brown School
Budget Committee Meeting Agenda
September 20, 2021
4:00 PM
[Click: Zoom Link](#)

Those invited to the meeting:

Staff - **Brian Garrett**, **Christi George**, **Amanda Klakamp**, **Torri Martin**, **Angela Parsons**, **Amy Thornton**, **Shawn Wilson**

Parents - **Michaela Johnson**, **Cheryl O’Malley**, **Shawna Stenton**, **Claire Valentine**, **Elizabeth Williams**

Agenda Item	Responsible	Estimated Time	Notes
Sharing of the School Vision		4:00 - 4:05	
Set meeting dates, times, venue (in-person, Zoom) for the year	Committee members	4:05 - 4:15	SBDM Meeting Dates Mondays at 4:15 10/18, 11/15, 12/13, 1/10, 2/14, 3/14, 4/18, 5/9
Budgets Approved by SBDM for this school year	Christi	4:15 - 4:30	Flexible Budget FY22 Instructional Materials Budget FY22 ESS Budget FY22
Review of the funding sources monitored monthly by the SBDM Council	Committee Members	4:30 - 4:40	All linked reports are effective 9/16/21: <ul style="list-style-type: none">Flexible Budget SummaryActivity Accounts: District-Based; School-Based Question: -When will fees collected be reflected into individual accounts?
Approval Request for ESS Budget Amendment	Angela		Requesting to move \$10,000 from Retired Teacher Daytime to Software for ESS <ul style="list-style-type: none">Need to purchase Lexia license Questions: -Can we purchase a two year license? -What will we use the rest of the retired teachers' daytime money at \$13,000? Torri Martin made a motion to approve the request and Elizabeth Williams second the motion.

Preparation: Next meeting is Monday, October 18, 2021 at 4:15