

## **PROJECTS AND GOALS MEETING**

**10.26.2010**

- 1. Recap of Sept. Meeting** - Geeta reiterated what was discussed at the last meeting (i.e. how much money we have to spend, how we are allocating spending, and what items were approved at that time).
- 2. Meeting with Team Leads** - Geeta met with the team leads and discussed the following items:
  - A.** Setting up an inventory system at Oak Hill for items such as flip camcorders and microscopes, etc. that can be checked out by teachers. The idea being to keep track of all items on campus and know who is accountable for returning such items.
  - B.** Whether classrooms are in need of new maps and if so, whether the teachers want to spend money on purchasing new maps or utilize current maps via the internet, etc.
  - C.** Whether the microscopes requested by 1<sup>st</sup> grade teacher, Pam Calabrese, would be able to be utilized by all grade levels if they were purchased and put into the inventory. It was determined that the microscopes would not be appropriate for 5<sup>th</sup> grade but could be utilized by all other grade levels.

Dr. Mitchell reported that she had heard back from all grades except for 5<sup>th</sup> regarding their map needs. K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> did not see if necessary to spend money to purchase new maps; however, 3<sup>rd</sup> grade would like to explore purchasing globes for their classrooms.

### **3. Review of P & G Items for October 2010:**

Flip Video Cameras – Approved!

Total cost: \$174

\* Ana will add the Flip Camcorders to the inventory system and Dr. Mitchell will check them out to teachers or grade levels.

**NOTE: FOR GRADE LEVEL REIMBURSEMENTS, WE SHOULD SPECIFY THAT ITEM MUST BE TANGIBLE AND BE ABLE TO BE USED FOR AT LEAST 4 YEARS.**

Microscopes – Approved!

6 microscopes @ \$170 = \$1,020 plus shipping

Bluebonnet Books – Approved at September meeting!

Total cost: \$700

Maps – Declined!

If 3<sup>rd</sup> grade wants globes, they should submit this request to P & G. They can get information from Stacey Underwood on whom to purchase from.

Social Studies Alive! – Approved!

5<sup>th</sup> grade currently has old books from 2003 and would like new version that came out in 2009. Dr. Mitchell thinks this is a great program and very worthwhile.

Great Leaps Software – Declined!

It was determined that this program is similar to Read Naturally, which is already in place at Oak Hill. Faculty will be trained for Read Naturally in the next 2 weeks.

Printer for 1<sup>st</sup> grade teachers – On Hold!

More research is needed before approving this item. An inventory will be conducted for the campus of all printers to determine if there is another printer available for their use or to determine how many teachers besides these may also need printers.

Vests for 5<sup>th</sup> Graders – Approved!

Dr. Mitchell suggests we purchase enough vests for an entire classroom (30). Geeta will research online and try to find vests that can have our school name on them. Cost for 30 vests would be approx. \$360.

Sports Equipment – On Hold!

Dr. Mitchell would like to check to see if she can write up a district work order for the items needed and in repair before P & G approves purchasing of any sports equipment.

**To date, \$6,690 has been approved of the \$9,800 available for short-term spending.**

Note:

Teachers need to order items themselves and submit invoices to AnneMarie Read.

Make sure teachers know they are only approved for a certain \$\$ amount. Make sure all teachers use sales tax exemption. Ann Marie will attach a tax exemption form to all checks.

Notes submitted by,

Robin Levatino