 Meeting minutes

 Mountain Park Elementary School Governance Council

Date | time August 25, 2023 |8:00 AM Location MPE-Principal’s Office

# SGC Members

* Ayo Richardson, Principal -present
* Tarnisha Ruben, Appointed School Employee-present
* Sherri Beckwith, Teacher-present
* Kendal Harlow, Teacher-present
* Kristen Reittenbach, CST-present
* Eric Casey, Community Member-present
* Corey Reed, Community Member
* Erica Lowman, Parent-present
* Ashley Macken, Parent-present
* Janet Park, Parent-present

# Agenda Items

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| Time | Item | Owner |
| 8:00 | Action Item: Call to Order | Ayo Richardson |
| 8:00 | Action Item: Approve 8/25 Agenda | Ayo Richardson |
| 8:00 | Action Item: Approve 6/2 Minutes | Ayo Richardson |
| 8:05 | Discussion Item: Member Introductions | All Members |
| 8:25 | Action Items: Elect New Officers (Chair, Vice Chair, Parliamentarian) | Ayo Richardson |
| 8:35 | Action Items: Staff Standing Committees (Budget & Finance, Outreach & Communication, Principal Selection) | Ayo Richardson |
| 8:40 | Discussion Item: Nominate Representative for Superintendent’s Parent/Community Advisory Council | Erica Lowman |
| 8:45 | Discussion Item: Finalize Meeting Schedule for SY 23-24 | All Members |
| 8:45 | Informational Item: Principal’s Update1. Staffing Updates
2. School Operation Update (Curriculum, Safety)
3. Calendar of Upcoming School Events
4. SGC Goals for SY 23-24
 | Ayo Richardson |
| 8:55 | Discussion Item: Draft Next Meeting Agenda | Ayo Richardson |
| 9:00 | Action Item: Meeting Adjournment | Ayo Richardson |

# Meeting Norms

**Meeting Minutes**

**8:02 Action Item: Call to Order-Ayo Richardson**

 Richardson called to order; Sharri Beckwith motioned to approve, and Ashely Macken seconded. All were in favor and meeting was started at 8:03

**8:04 Action Item: Approve August 25 Agenda-Ayo Richardson**

 Sherri Beckwith motioned to approve; Ruben seconded. All were in favor and the August 25 agenda was approved.

**8:04 Action Item: Approve June 2 Minutes-Ayo Richardson**

**8:05 Discussion: Member Introductions-All Members**

 Janet Park, Sherri Beckwith, Kristen Reittenbach, Tarnisha Ruben, Erica Lowman, Kendal Harlow, Ashley Macken, Gina Foster (governance facilitator, contact: fosterg@fultonschools.org) introduced themselves to the group. Eric Casey, AP at CMS, introduced himself at 8:25.

**8:13 Action Item: Elect New Officers -Ayo Richardson**

 Ms. Foster explained each position:

* Chair- face of the council, meets with Principal Richardson to preview agendas, leads and facilitates meetings, Vice Chair steps in and assists when needed.
* Vice Chair- takes on the roles/responsibilities of the Chair when the Chair is not present.
* Parliamentarian- helps the group stay in order, keeps meeting minutes, uploads docs, and makes sure the SGC is in compliance.

 Nominations for each position:

* Janet Park motions to nominate Ashely Macken as Chair, Erica Lowman seconds; Sharri Beckwith motions to approve, Janet Parks seconds; all vote in favor for Ashley Macken as chair.
* Tarnisha Rubin nominates Erica Lowman as Vice Chair, Lowman accepts, Janet motions to close, Ashely seconds. All votes in favor of Erica Lowman as vice chair.
* Nominations for parliamentarian – Ashely Macken motions to nominate Kristen Reittenbach, Tarnisha Ruben seconds, Reittenbach accepts. All votes in favor of Kristen Reittenbach as parliamentarian. August 16 training (4 in person trainings- choose 1)

**8:19 Action Items: Staff Standing Committees (Budget & Finance, Outreach & Communication, Principal Selection)-Ayo Richardson**

Budget & Finance- We purchased an extra EIP person and traded additional counselor for AA position. Richardson will meet with the budget and finance committee to review budget and charter dollars. This committee meets at least once per semester but may meet more often; external member-book keeper; 4 members: Beckwith, Lowman, Ruben, Harlow

Outreach & Communication- Work on recruiting more members, may meet more than once per semester depending on what’s happening at school, make sure our community knows we’re here, how we support them and engage them; members-Eric Casey, Janet Park, Ashley Macken, Corey Reed

Principal Selection- Committee is for emergency purposes, only meet as needed; Ashely Macken, Janet Park, Sherri Beckwith, Kendal Harlow

**8:28 Discussion Item: Nominate Representative for Superintendent’s Parent/Community Advisory Council-Erica Lowman**

This is an opportunity to meet with superintendent and key members of the staff, understand what’s coming up on board agenda, items to be considered and how it affects the entire district, sometimes safety, teacher retention, not always about curriculum; Foster adds that there are monthly meetings usually between 9-10 in the morning; Erica Lowman will continue to be our representative.

**9:00 Discussion Item: Finalize Meeting Schedule for SY 23-24-All Members**

All dates and times are good.

**8:30 Informational Item: Principal’s Update-Ayo Richardson**

1. Staffing Updates-lost allotment for kindergarten, didn’t lose any kinder teachers, gain EIP teacher to support 4/5 math class sizes, will cash out the rest of the funds for general supplies, use contract cleaners to do classroom cleaning in the evenings. Former contractors didn’t work well, were written up but no improvement, district made recommendations but they were more costly, so we had to pull funds from other areas to add to contract cleaning budget. Sherri and Kendal say that they are pleased with the condition of their classrooms this year; Lauren Katterheinrich (former MPE teacher) is our part-time ESOL para and is being promoted to our part-time EIP teacher. We now need a part-time ESOL para, which is our only staffing need currently. Richardson explains acronyms EIP-early intervention program for filling gaps in students learning, ESOL-English speakers of other languages, English is not the first language spoken at home.
2. School Operation Update (Curriculum, Safety)- Lots of positive feedback on TAG change from parents, teachers, students. The new TAG teacher, Pam King, is well liked and is a great fit. We are implementing new math standards and supporting the district initiative “Every Child Reads” as it is tied to the LETRS work teachers are doing, new materials we are using, and work EIP teachers do with small groups. In a later meeting Ayo will share district-wide updates that show how well we are doing closing gaps. We will not get additional safety funds. The district is using it to make entry doors accessible via FCS badges as well as impact resistant film on major entryways due to be installed Sept 14. We have updated our dismissal process to make it safer and more efficient, and it has been a success. Pick-up patrol was a good investment.
3. Calendar of Upcoming School Events- curriculum nights, September: legacy of excellence awards coming up on September 15. Richardson bought a table of 10 this year so the group is not split, Ms. Rowlett is going to let Richardson know how many guests. Two PTA members may join. Labor Day is coming up, we are focusing on attendance this year as we want to stay on the highest tier. We are supposed to have fall festival on 27th but it’s a Jewish holiday so we will instead have a fall festival around Halloween (Oct 27). We are considering a foam party.

SGC Goals for SY 23-24-Richardson’s big initiative is employee wellness. She would like to create a zen zone and would like to have it in place by January. 50th anniversary-playground, gala, 50th birthday party during the school day and everyone participates, invite esteemed alumni, past faculty and admin, Beckwith is on the committee and will keep us posted. We just made a huge donation to the FCS archives, they sent Richardson newspaper articles, documents with deed signed for the land; we gave them a cart full of old yearbooks and docs for them to scan and add.

Foster says we’re already on track with goals, teacher retention is a big focus everywhere. Other common foci are reading initiatives, big pushes for PBIS and stores for PBIS; she will share as she hears more. Richardson explained PBIS and referred to the Mustang Flyer.

**8:48 Discussion Item: Draft Next Meeting Agenda-Ayo Richardson**

Standardized test data-Milestones, iReady EOY and BOY; brainstorm ideas for budget/funding, Foster will send sample agenda Richardson will look at. Lowman asks about how we can be a Blue Ribbon School or School of Excellence. What does that require of us and how can we get there? Principal Richardson looked into the Blue Ribbon this summer, sounds like an application (they don’t seek schools, schools apply). That could be good work for the outreach and communication committee. Our percentage of students reading on or above grade level is high 90s which is something to be proud of. Erica Lowman asks if we see any curriculum needs curriculum. Beckwith says we are fortunate to be so well supported by PTA and admin, all we need right now is time. Richardson shares PTO funds for teachers each year as well as SEM money; How can we help with time? PTA-copies, organizing/preparing manipulatives (vocab surge), Lowman says there’s carpool takeover and maybe we can have a grade level takeover; need organized system for making copies, look at specials schedule and schedule those copy moms so that teachers aren’t interrupted when they need a quick copy. Print out the Katha Stewart meetings, lots of MPE parents present. Stewart invites presenters to answer questions and share information, parents can bring concerns to Stewart, everyone introduces themselves and shares any concerns, schools share good things happening; Lowman-can we add those dates to the Mustang Flyer? Richardson says yes.

**9:00 Action Item: Meeting Adjournment-Ayo Richardson**

Move to adjourn meeting at 9:00, Lowman seconded. All were in favor and meeting adjourned at 9:00.