**Medlock Bridge School Governance Council**

**Meeting Minutes – October 22nd, 2019**

**6:01 pm – 7:14 pm**

**Medlock Bridge Elementary School**

**Room 131**

**Call to Order:**

Mr. Stahl called the meeting to order at 6:01 p.m.

In attendance were:

* Matthew Vance, Principal
* David Stahl, Parent / Guardian, Chair
* Virginia Patel, Parent / Guardian
* Megan Lawrence, Elected Teacher, Vice Chair
* Shannan Jones, Elected Teacher
* Andrea Yenrick, Appointed Staff
* Randi King, Appointed Community Member
* Jordan Smith, Parent / Guardian (6:01-6:49)
* Megan Bradley, Public Guest
* Laura Ward, Public Guest
* Erin King, NELC SGC (6:18 arrival)

**Action Item: Approve Agenda (6:01)**

**Mr. Smith moved to approve the agenda. Ms. Yenrick seconded the motion.** The motion passed by unanimous vote.

**Discussion Item: Review Meeting Norms (6:04)**

Mr. Stahl read aloud the SGC Meeting Norms.

**Action Item: Approve August Meeting Minutes (6:04)**

**After the council reviewed the minutes, Ms. Patel moved to approve them with amendments. Ms. Lawrence seconded the motion.** The motion passed by unanimous vote.

**Public Comment / Virtual Comment Box Summary (6:06)**

**Mr. Vance stated that there are no comments. Megan Bradley mentioned that we just finished Runapalooza, and we raised $46,800. The PTO plans to spend $13,000 on computers, $10,000 on books for classroom libraries, and $8,000 on a new projector and speakers. She mentioned that other schools are posting photos on Twitter of SGC meetings and that she would be willing to take photos for us to post to Twitter.**

**Action Item: Staff Vacancies (6:09)**

**Mr. Vance nominated Ms. Laura Ward to be our community member for the remaining year of the current term. Ms. Ward gave us a bit of background about herself. Mr. Stahl asked Ms. Ward if there is anything specific that she feels as though she could build up or strengthen between PTO and SGC, as she is a board member of PTO as well. Ms. Ward explained that she would like to see an improvement in communication between the two groups.**

**Ms. King asked the committee to consider that there may be a concern of having a PTO board member becoming a voting member of the SGC to avoid any issues between the two groups. Mr. Vance explained that there do not appear to be any issues with having a PTO board member on the SGC and that previously, we have had PTO members on SGC and we had positive experiences. Mr. Smith believes that this is a valid point to consider and that we should keep the two entities separate and keep the connection between the two limited to communication of what each entity is doing separately.**

**Ms. Jones and Ms. Yenrick believe that since we are emphasizing “our school” and “our students” as a school, it is important for us to have communication between the two entities and that there would be no issue having Ms. Ward as our sitting committee member.**

**Mr. Vance asked Ms. Erin King about the issue. Ms. Erin King said that as long as we feel as though the member will be a good fit, there should be no issues. She has seen PTO members on SGC boards and has been positive experiences in other schools in the area.**

**Ms. Erin King believes that it would be an issue to add an additional non-voting member from PTO as a liaison.**

**Mr. Stahl moved to vote for Ms. Ward as a community member on the SGC. The decision to add Ms. Ward to the committee was passed with a majority vote of 5 to 1.**

**Discussion Item: Principal’s Update (6:24)**

1. **Safety Assessment**
   1. **Mr. Vance explained that we had a safety assessment completed on the school. He will share the results as soon as he receives them.**
2. **Runapalooza Fundraising**
   1. **Mr. Vance shared that Ms. Bradley has already given the information necessary.**
3. **Upcoming Announcements/Events:** 
   1. **We will not have IOWA testing this year.**
   2. **Mr. Vance discussed a survey sent out to parents in the past two Mustang Messages. Overall, the results are positive.**
   3. **Mr. Vance shared the 2019 Family and Staff Survey based on people and culture. Mr. Smith pointed out that the questions are very broad and can be unclear when parents or staff are taking these surveys, which is important to consider when interpreting results. Ms. Randi King asked if there were any specific comments that we could review. Mr. Vance said that he did not think so, but that he would raise the question when possible. Mr. Smith suggested a follow-up survey to be sent to both parents and staff clarifying what some of these questions mean to them.**
   4. **The Veteran’s Day celebration will take place on November 8th. We are having a Thanksgiving Luncheon on November 20th. The meeting with Linda McCain will be on November 13th.**
   5. **We are discussing shortening meetings to 35 minutes to expedite the SGC meeting process and take away disruption to the classroom. Mr. Stahl shared that he believes that this is possible if we review minutes ahead of time and subcommittees meet more frequently, whether online or in person. Ms. Bradley shared that PTO has started doing this concept, and it has cut their meeting times in half. Ms. Erin King explained that this will be fine as long as there is a short committee report provided for the minutes of the next meeting. The reports do not need to be provided to anyone; they just need to exist in case they are needed at any time.**

**Committees Update (6:48)**

1. **Outreach (Virginia Patel, Megan Lawrence, Randi King, Jordan Smith)**
   1. **Ms. Patel shared that there was an informal meeting. Ms. Randi King will work on MBES 101 and be the point of contact. Ms. Patel explained that the first order of business for E-Day is to look through the list of vendors to see who will be joining us again and who will not. Ms. Jones asked if the MBES 101 PowerPoint is available for parents to review, whether they are new to the school at the beginning of the year or after the school year starts. Mr. Vance will work with Ms. Randi King to what will be best for MBES 101. Ms. Jones will also be available to help.**
   2. **Ms. Ward was added to the Outreach Committee.**
2. **Finance (Kat Fowler, Shannan Jones, Andrea Yenrick, David Stahl)**
   1. **There are no updates at this time.**

**Meeting Reports (6:54)**

1. **New Member Training**
   1. **Ms. King shared from the new member training. She noted the following:**
      1. **The Chair should be the face of the SGC and help get information about SGC out to others. Also, the Chair should be participating in out-of-school events as the face of SGC. When the Chair is not available, the Vice Chair will step in.**
      2. **One of the Budge Committee’s jobs is to find money to fund our strategic plan process. Fulton County is having grant training soon if anyone is interested or available to help find funds.**
      3. **To streamline meetings, it is not necessary to share the meeting norms every time we meet. To ensure that the norms are present, they can be added to the agenda and reviewed out loud once a quarter. Adding an owner to items on the agenda can help. Having important dates listed on the agenda helps to keep members up to date.**
2. **Northview Cluster SGC Meeting**
   1. **Mr. Vance shared about the Northview Cluster SGC Meeting. The Northview Cluster of SGCs is looking for two people for a wellness subcommittee. The subcommittee is looking to create branding of wellness concepts that will follow students K-12. The members will also be a liaison to share the good things going on in our schools.**
3. **SGC Conference – Join the Journey**
   1. **Ms. Jones shared that part of the conference was what we discussed about branding. She also mentioned that there are tools to help prioritize items in SGC meetings. More methods of funding were discussed at the conference. Mr. Vance attended sessions on RFFs.**

**Action Item: Request for Flexibility (7:04)**

**This item will be moved to the next agenda, as we do not have any feedback from the NELC. Coach Motz is on board with the RFF idea.**

**Discussion Item: Set Next Meeting Agenda (7:08)**

**Mr. Stahl moved the Request for Flexibility Action Item to the next agenda.**

**Ms. Erin King asked if we have updated our progress monitoring tool. Mr. Vance shared that he would be meeting with Ms. Randi King and Ms. Lawrence to update our monitoring tool. Mr. Stahl will be adding an additional committee update to reflect the progress monitoring tool update.**

**Meeting Adjournment (8:14)**

**Ms. Jones moved to adjourn our meeting. Ms. Yenrick seconded. The motion passed by unanimous vote.**