**Medlock Bridge School Governance Council**

**Meeting Minutes – September 11, 2018**

**7:04 a.m. – 8:33 a.m.**

**Medlock Bridge Elementary School**

**Room 131**

**Call to Order:**

Ms. Gulley called the meeting to order at 7:04 a.m.

In attendance were:

* Matthew Vance, Principal
* Neena Gulley, Parent / Guardian
* David Stahl, Parent / Guardian
* Jordan Smith, Parent / Guardian
* Louann Nannini , Appointed Community Member
* Marsha Foster, Elected Teacher
* Megan Lawrence, Elected Teacher
* Andrea Yenrick, Appointed Staff
* Katherine Fowler, Appointed Staff

**Action Item: Approve Agenda**

Ms. Fowler moved to approve the agenda. Mrs. Foster seconded the motion. The motion passed by unanimous vote.

**Discussion Item: Review Meeting Norms (7:06 am)**

Ms. Gulley read aloud the meeting norms and opened the floor for discussion on the substance of the meeting norms. No one had any comment or proposed any changes.

**Action Item: Approve August Meeting Minutes (7:08 am)**

Ms. Nannini moved to approve the August Meeting Minutes. Ms. Lawrence seconded the motion. The motion passed by unanimous vote.

**Action Item: Finalize Council Composition (7:11 am)**

Mr. Vance began by notifying the council that Ms. English Avery has resigned her seat on the Governance Council and wishes us well. Mr. Vance informed the council that we have one more position to fill: the second Appointed Community Member.

Mr. Vance introduced two new members of the council serving in Appointed Staff roles: Ms. Kat Fowler (METI) and Ms. Andrea Yenrick (Administrator & SST Chair). They briefly introduced themselves and the rest of the council did the same.

Ms. Fowler requested to serve on the Budget & Finance committee and Ms. Yenrick requested to serve on the Outreach & Communications Committee. The council unanimously approved those requests.

**Discussion Item: Review Strategic Plan (7:18 am)**

Mr. Vance gave an update on the Critical Actions of the Strategic plan. (Note: the phrases in italics below are taken from the strategic plan with Mr. Vance’s commentary following them)

By August 2018, develop STEM program with weekly instruction tied to standards.

Mr. Vance stated that this program is going well. Students meet weekly and a STEM teacher hosts the class rather than an assistant. Activities thus far include a virtual field trip to a coral reef, building robots and coding/programming. Mr. Vance also suggested that the SGC visit a STEM class to experience it firsthand.

By September 2018, define and implement clear processes for identification, intervention, review and exist from Early Intervention Program.

Mr. Vance stated that this was done at the end of August 2018.

By October 2018, develop robust Professional Learning Plan for Math and Literacy instruction that features in-house trainings, peer observations outside trainings, and support from expert consultants.

Mr. Vance stated that this was underway. Teachers are meeting with professionals from other schools as well as outside consultants. This training includes social / emotional strategies which is a part of skills development and school safety. All staff has been trained in the “7 Mindsets”. Additionally, Amie Dean – The Behavior Queen – is coming to speak to Medlock Bridge about classroom practices on October 4th.

By March 2019, fully train staff in use of the Standards Mastery Framework in core academic content areas.

Mr. Vance stated that Standards Mastery will start today (September 11, 2018). This process will help us guarantee the curriculum so that every Fulton school offers the same level of quality.

Ms. Gulley asked for clarification between a one-size-fits-all approach to education and how we could customize things. Mr. Vance pointed out that individual teachers still have control over their approach and the control of what happens inside their classroom & school.

Mr. Smith stated that he was previously a “Learning Architect” and explained that the process started by asking teachers what they thought was important for their students to learn and then making sure that tests and lessons would address the most important things and ensure that students met those standards.

Ms. Gulley asked about gathering and processing that data and Ms. Lawrence pointed out that this was already being done and the real issue was communicating this to the school community.

By September 2018, build classroom guidance calendar that allows for 1-2 sessions per month and focuses on resilience, leadership, and other Social Emotional Learning topics.

Mr. Vance stated that the calendar is in place and the school has protections in place to ensure that calendar & plan will not go away.

By October 2018, develop programming for Social Emotional Learning Professional Development and implement on RFF Day.

Mr. Vance stated that the planned session with Amie Dean is that RFF day.

By May 2019, expand Mustangs R.O.C.K. PBIS program to include regular classroom guidance and Social Emotional Learning experiences.

Mr. Vance stated that this work is underway. The “7 Mindsets” program is part of this and has already started.

By September 2018, develop and communicate a framework for decision making that clearly identifies types of decisions and the p3erson or group responsible for making them.

Mr. Vance stated that this is currently in progress.

By October 2018, design Professional Learning Plan that provides teachers with opportunities to grow as classroom teachers and instructional leaders.

Mr. Vance stated that he wanted to be sure the school did this well. They are focusing on teacher leadership and related opportunities. The plan development is in progress.

By August 2018, define practices that will help provide a safe and welcoming environment for all students and families.

Mr. Vance stated that he feels we are a little behind on this goal. While he feels the school is safe, he would like to work on the “welcoming” aspect of this action. Work is being done and includes a survey to gauge public sentiment.

By September 2018, develop a calendar of staff, student and community celebrations and budget supporting each event.

Mr. Vance stated progress is good and underway. The school plans to recognize teachers in areas related to the strategic plan as well as plan student celebrations (those doing academic challenges and “spirit” awards, for example).

By March 2019, revise Professional Learning Communities practices to ensure quality communication in support of all students.

Mr. Vance stated this is ongoing.

The following three actions were updated together.

By December 2018, collect and catalog business and civic partners interested in actively participating and supporting the Medlock Bridge academic program.

By February 2019, host a Community Partner Forum to discuss the ways in which partners can be involved in schools.

By May 2019, host a Community Involvement Day that provides students a chance to experience career and life opportunities.

Mr. Vance stated that he recently attended the Partners in Education Expo in service of these actions. He felt it was a great opportunity to meet businesses and that a Community Partner Forum was occurring in February to brainstorm & generate ideas.

Ms. Fowler mentioned Sweet Apple Elementary Schools “WOW Day” which is a hands-on-activity day featuring a large variety of activities for the kids. This is an event where families rush to sign up early to get the activities they most want and is a huge success for them.

Mr. Vance suggested the SGC investigate making sure an event like this happened at Medlock Bridge.

By September 2018, survey teachers on how family involvement can benefit the academic experience for their students.

Mr. Vance stated this has been started.

By October 2018, survey parents to determine ways in which they would like to engage with the school environment.

By December 2018, create an communicate a menu of options for family involvement in school.

Mr. Vance stated these were underway.

Mr. Vance reviewed the Student Achievement Outcomes from the strategic plan. The plan states a goal of 95% of students reading at or above grade level by 3rd grade. When the plan was written that number was 88%. Now we are at 92%.

In Math and Language Arts the plan’s stated goal is: “80% of students will demonstrate growth in Math and Language Arts”. That number is now 78%.

Both of those numbers are based on the Georgia Milestones.

**Discussion Item: Review Budget (7:49 am)**

Mr. Vance distributed copies of the school budget. It was mentioned that we’ve earned an additional three teachers: first grade, special needs interrelated and 0.5 of an ESOL teacher.

Mr. Vance stated that the next meeting will have a general budget review.

Mr. Vance asked for questions. Mr. Smith asked for areas where we were short.

Mr. Vance answered that we have computers & technology but there are costs associated with upkeep. Medlock Bridge has a 3:1 technology-to-student ratio. We have a number of desktop computers that need to be refreshed which the budget doesn’t cover. Mr. Vance then thanked the PTO for their commitment of $35,000 to purchase computers for that effort.

**Informational Item: Principal Update (8:03 am)**

Mr. Vance stated that it’s been a great year so far. There are new members of the admin staff and new teachers and they are all up to speed. He feels that this school has great character and great people behind it. He reminded us of a few events during September:

* The school will have its Hispanic cultural celebration
* An author is coming to visit the media center.
* Runapalooza will kick off soon

Mr. Vance invited anyone else on the council with an update or news to share.

Ms. Fowler stated that the updated “Genius Hour” program is going well. The “Connections” portion lets the kids choose their special from topics such as robotics, making a video game, service projects and more. The kids rotate from one special to another every 6 weeks and so far, they’re really enjoying it.

**Information Item: September Cross Council Meeting (8:11 am)**

The next Cross Council meeting is coming up on September 25th. Ms. Yenrick, Ms. Lawrence and Ms. Gulley have volunteered to attend with Ms. Foster as a stand-by alternate.

**Discussion Item: Set Next Meeting Agenda (8:15 am)**

Ms. Gulley reminded us that during our last meeting we homed in on the implementation of the strategic plan and we had an overview of that plan today. Every month things will be done and there will be progress updates. Ms. Gulley wished to make sure we set time on future agendas dedicated to working on the strategic plan.

Ms. Gulley proposed that Ms. Yenrick give an update on how her role has developed as this is a new position in the last year. Ms. Yenrick agreed.

Ms. Gulley asked about the RFF for additional teacher work days that was set to expire soon. Mr. Vance confirmed that our additional teacher days are good through the 2018-2019 year but need to be confirmed for 2019-2020.

Ms. Fowler stated that other schools have as many or more work days as Medlock Bridge and that we may be on the low end. Staff members present agreed that these work days are very helpful in carrying out long term projects at the school.

Ms. Gulley proposed making school safety a standing agenda item as the council had previously proposed this.

Mr. Vance reminded the council that we are still short a community member and requested that stay on the agenda until the position is filled.

Ms. Gulley challenged the council to make the most of our ability as a Governance Council and do what we could to make the school the best it can be.

Ms. Fowler asked about the state of the school garden. Mr. Vance replied that he believed a PTO member had expressed interest and he and Ms. Fowler would work out a plan for the garden. There was hope that this is a way to further engage the community.

Ms. Nannini proposed re-designing the flagpole area in front of the school and making it a tribute to the military & first-responder alumni of Medlock Bridge. Ms. Gulley suggested it could be the traditional 5th Grade Class Gift to the school and the students could get involved (e.g. fundraising).

Mr. Jordan moved to adjourn the meeting, Ms. Yenrick seconded it. Motion passed unanimously and the meeting adjourned at 8:33 am.