



SUMMARY OF ACTIONS

Birmingham Falls Governance Council

Date 1-12-24 | Time 7:15 AM | | Location Conference Room

SGC Member Attendance:

Don Webb, Principal		Natasha Sanford, Staff (Parliamentarian)	X
Joshua Masters	X	Emily Evangelista, Staff	X
Tracy Drye, Parent (Chair)	X	Jenny Hillman, Staff	X
Melissa Morris, Parent	X	Brooks Johnson, Staff	
Lindsey Weaver, Parent	X		
Rebecca O'Meara, Parent			

Guest Attendance: N/A

Action Items:

Motion	Time	By Whom	Second By	Voting Results
Meeting called to order	7:17 AM	Joshua Masters	Emily Evangelista	Unanimous
Motion to approve January Agenda	7:17 AM	Melissa Morris	Joshua Masters	Unanimous
Motion to approve November Meeting Minutes	7:18 AM	Joshua Masters	Melissa Morris	Unanimous
Motion to approve Next Meeting Date: February 23 at 7:15 AM Meeting adjourned at 7:50 AM	7:50 AM	Melissa Morris	Emily Evangelista	Unanimous

Informational and Discussion Items:

1. Informational Item: PTO Update

- Panera Bread Lunch – January 12
- “Candy Land” themed dance on March 16th

2. Informational Item: Updates about BFES: (Mr. Webb's Words)

- We have hired a new special education co-teacher for the third grade. Mrs. Sarah Buehrle will be working Mrs. Well's in her classroom. Welcome, Sarah!
- We have hired a new autism paraprofessional. Mrs. Maria Elberson started on Monday. Welcome, Maria!
- BFES had a reboot of sorts as we welcomed students back from winter break. Last week we spent significant time reminding everyone of the school rules and how to be an amazing student at BFES. December is always so exciting here that we thought reminder would help us forward second semester. Our PBIS committee created *Den-Solution* charts and classes set their goals for the new year.
- Kindergarten Round-Up is Friday, March 1st.
- Report Cards and i-Ready reports go home today.
- Please bring your government I.D. every time you come to BFES because you need to scan in and scan out. Also, thanks to the new system, please complete the volunteer training course again. Your training course completion will last until 2026. This does not take long.
- Bingo Night is on Tuesday, January 30th (5:00-6:30 in the BFES café)
- International Night is February 23rd 5:00 7:00 pm.
- Appreciation to Staff: *Travelin' Tom's Coffee Truck* – January 17
- Pasta Celebration from Jason's Deli – January 19

3. Informational Item: Focus Project

- We are working on our Focus group project this past week. We are reaching out to parents and placing invite to parents in newsletter. Melissa Morris put together a sign-up genius for parents to attend Parent Focus Group.
- Parent Focus Groups: January 23 and January 24 - 9:00 – 10:30 – If you (members of SGC) can come please come. The goal is to first invite the parents who completed the survey (28 parents). We drafted an email to send to parents that is signed by all of us (SGC). This email will be sent out to the 28 parents and posted in the newsletter in case there is anyone else who would like to attend. We will also get a QR code and post on doors for parents to sign up. We will also put one at our sign-in kiosk. If we do not have a good turnout on January 23 or January 24, we will push out other dates.
- Next step, use similar questions that we used with teachers and staff during our Parent Focus Group meetings. We will reword questions to make them appropriate for parents.
- Brainstorm how do we gather information from the students:
 - Paper Survey where students color in a face that shows how they feel about something or a form where the teachers lead a discussion with their class during "Morning Meeting" and mark the class results.
 - Online Survey for Grades 3-5 where students answer questions on computer and then a graph is provided. (Microsoft Forms).
 - Consider having a separate group meeting like a lunch to gather information from students. Teachers could recommend students for the student focus group lunch meeting. A permission slip would probably be needed.
 - Questions for the student survey will be sent via email and we will give feedback before this gets sent out to teachers/students. The goal is to have parent focus meeting first and then our student surveys and focus meeting(s) will take place.
 - Share with faculty about Student Survey – decide a date

4. Discussion Item: Create January Meeting Date:

- Next meeting February 23, 7:15 AM