



Birmingham Falls Elementary School Governance Council

Friday, 1/12/2024 | 7:15 am – Conference Room

Meeting Norms

Be Respectful of Others' Opinions | Work for the Good of All Students |
Transparency of Communication to all Stake Holders

Time	Item	Owner
7:17 am	Call to Order: Motion: Joshua Masters Second: Emily Evangelista	Mrs. Drye
7:17 am	Action Item: Approve January Agenda Motion: Melissa Morris Second: Joshua Masters	Mrs. Drye
7:18 am	Action Item: Approve November Meeting Minutes Motion: Joshua Masters Second: Melissa Morris	Mrs. Drye
7:18 am	Public Comment: N/A	All
7:19 am	Informational Item: Webb's Words (updates about BFES) <ul style="list-style-type: none"> • 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 welcome 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 a reminder would help us forward second semester. Our PBIS committee created <i>Den-Solution</i> charts and classes set their goals for the new year. 	Mr. Webb

	<ul style="list-style-type: none"> • 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: <i>Travelin' Tom's Coffee Truck</i> and Chick-fil-a biscuits – January 16 • Jason's Deli – January 19 	
7:30 am	<p>Informational Item: PTO Update</p> <ul style="list-style-type: none"> • Panera Bread Lunch – January 12 • “Candy Land” themed dance on March 16th 	Mrs. Johnson
7:40 am	<p>Informational Item: Update on community focus groups.</p> <ul style="list-style-type: none"> • 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 QAR 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 	Drye & Morris

	<p>teachers lead a discussion with their class during “Morning Meeting” and mark the class results.</p> <ul style="list-style-type: none"> • 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 	
7:50 am	<p>Action Item: Next Meeting Date and Meeting Adjournment</p> <p>Next Meeting: February 23 at 7:15 AM</p> <p>Motion: Melissa Morris</p> <p>Second: Emily Evangelista</p>	Mrs. Drye

SGC Members

Mr. Don Webb, Principal | Mrs. Tracy Drye, Parent Representative |
 Mrs. Emily Evangelista, Staff Representative | Mr. Brooks Johnson, Staff Representative
 Melissa Morris, Community Member | Mr. Josh Masters, Parent Appointee
 Mrs. Becca O’Meara, Parent Representative | Dorothy Hilliard, Faculty Appointee
 Natasha Sanford, Faculty Appointee | Lindsey Weaver, Parent Representative

Officers and Committees

Chair – Tracy Drye

Vice Chair – Melissa Morris

Parliamentarian – Natash Sanford

Budget/Finance	Outreach/Communication	Principal Selection Committee
Josh Masters	Melissa Morris	Tracy Drye
Emily Evangelista	Lindsey Weaver	Josh Masters
Natasha Sanford	Brooks Johnson	Melissa Morris
Jenn Hillman	Tracy Drye	Becca O'Meara
Tracy Drye	Josh Masters	Brooks Johnson
	Becca O'Meara	Jenny Hillman