

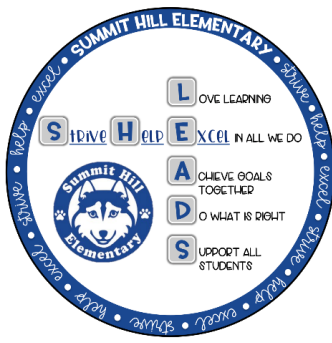
## Summit Hill Elementary School Governance Council

### Minutes for August 23, 2023 @ 3:00 pm

**SGC Members:** Lorrie Bearden, Principal; Appointed Staff: Stephanie Dibert; Ashley Patterson. Elected Teachers: Lisa Tackett, Beverly Vanacore; Elected Parents: Kelly McDonald, Caylee Esmonde, & Debra Shigley; Community Member: Juliette Johnson & Ereik Mimms

Time	Agenda Item	Presenter
03:00 PM	Call Meeting to Order at 3:01 In attendance: Bearden, Dibert, Shigley, Tackett, Esmonde, Mimms, Patterson, Vanacore, Johnson, and McDonald Guest: Katie Kinsey, FCS SGC support	L. Bearden
03:02 PM	Action Item: Approve Agenda Motion to Approve: McDonald Second: Dibert	L. Bearden
03:02 PM	Action Item: Approve Previous Mtg Minutes Motion to Approve: Esmonde Second: Vanacore	L. Bearden
03:05 PM	Action Item: Review Meeting Norms	L. Bearden
03:06 PM	Action Items for July Meeting <ul style="list-style-type: none"> <li>• Elect officers <ul style="list-style-type: none"> <li>○ Chair: Kelly McDonald (9)</li> <li>○ Vice Chair: Caylee Esmonde (9)</li> <li>○ Parliamentarian: Stephanie Dibert (9)</li> </ul> </li> <li>• Set Committee Members and Chairs <ul style="list-style-type: none"> <li>○ Budget: Bearden, Dibert, Tackett, Esmonde, Vanacore <ul style="list-style-type: none"> <li>▪ Vanacore- Chair</li> </ul> </li> <li>○ Communications and Outreach: Bearden, McDonald, Johnson, Shigley, Mimms, Patterson <ul style="list-style-type: none"> <li>▪ Mimms- Chair</li> </ul> </li> </ul> </li> <li>• Principal Selection Committee- Dibert, Shigley, Esmonde, McDonald</li> <li>• Set Calendar for Meetings <ul style="list-style-type: none"> <li>○ 4<sup>th</sup> Wednesday at 3 pm for August, September, October, January, February, March, and April</li> </ul> </li> </ul>	K. McDonald

**SGC Meeting Norms:** Silence Devices | Be Prepared and Engaged | Share Opinions Openly | Assume Good Will | Work for the Good of All Students | Attention to Time



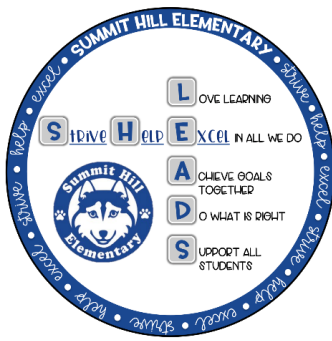
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	<ul style="list-style-type: none"> <li>○ Exceptions: <ul style="list-style-type: none"> <li>▪ November/December Mtg will be Nov 29<sup>th</sup> at 3 pm</li> <li>▪ February- third Wednesday Feb. 21 @ 3</li> <li>▪ May Meeting will be May 15<sup>th</sup> @ 3 pm</li> </ul> </li> </ul>	
03:14 PM	<p>Discussion Item: PTO Update</p> <ul style="list-style-type: none"> <li>• Executive Meeting Postpone</li> <li>• PTO Meeting Sept. 8 at 8am</li> <li>• Room Parent Meeting 8/24</li> </ul>	K. McDonald
03:16 PM	<p>Discussion Item: Principal Update</p> <ul style="list-style-type: none"> <li>A. Enrollments and Allotments <ul style="list-style-type: none"> <li>a. 10 Day Count Update- Lost 1 third grade teacher; gained 1 first grade teacher</li> </ul> </li> <li>B. Student Achievement Update <ul style="list-style-type: none"> <li>a. Reading diagnostics Grades 1-5: 58% are at or above grade level, 42% are more than one grade level behind. Phonics/ Vocabulary/ Comprehension are where the gaps are most prevalent.</li> <li>b. Math diagnostics Grades 1-5: 37% at or above grade level, 63% one or more grade levels behind</li> </ul> </li> <li>C. Perception Survey and Balanced Scorecard Dashboard <ul style="list-style-type: none"> <li>a. Wonders: <ul style="list-style-type: none"> <li>i. My teachers give helpful feedback?</li> </ul> </li> </ul> </li> </ul>	L. Bearden

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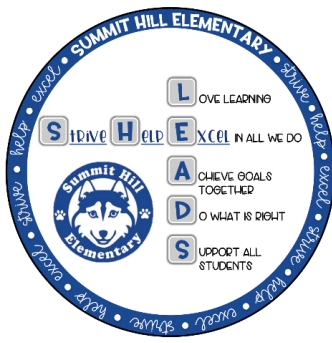
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	<p>ii. My teachers aren't keeping parents informed? (Different experiences based on teachers- seems more standardized. Standardized newsletter? 4<sup>th</sup> grade template? What do parents really want to know? Conferencing twice a year? Maybe utilize teams or student-led conferences). <b>*Action item- create parent survey focused on communication.</b></p> <p>iii. Afterschool activities? (Trying to add some but many cancelled with Covid)</p>	
04:07 PM	<p>Discussion Item: Supt Parent Advisory Council Update</p> <p>No update</p>	L. Bearden
04:07 PM	<p>Discussion Item: Community Outreach/Communication</p> <ul style="list-style-type: none"> <li>Community outreach school liaison (Email in hopes this gets added to budget next year)</li> <li>An officer shared with 3 elementary schools</li> </ul>	J. Johnson
04:11 PM	<p>Action Item: Set Agenda for September 27 Mtg @ 3 pm in PCR</p> <ul style="list-style-type: none"> <li>Principal Update: <ul style="list-style-type: none"> <li>Staff goals</li> <li>Strategic School Plans</li> <li>Field Trip Update</li> </ul> </li> </ul>	L. Bearden

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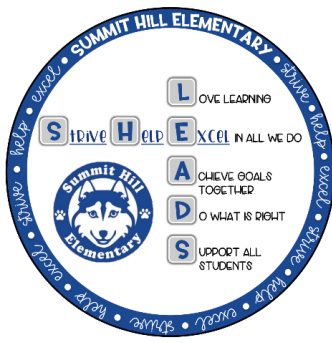
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	**Invite Lillie Pozatek and Vicki Otto to SGC Meeting (Meeting 8/24 @ 9:30am at New Prospect-Community)	
04:14 PM	Meeting Adjournment	L. Bearden

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### Notes and Reminders

We at the Governance and Flexibility team hope that this sample agenda is helpful and provides some general guidance for your first meeting of the coming school year. Below are some tips and additional details about the agenda items listed on the first page of this document. We hope you have a restful summer and are looking forward to working with everyone in the fall.

**Setting the date, time and location of your meetings:** It's a great idea to set your meeting schedule for the entire fall semester (if not the entire year) at your first meeting. Get this information posted at your school and on your SGC website at least 7 days prior to your meeting and you will have covered many requirements of the Open Records and Meetings Laws.

**Action Items:** Don't forget that all action items require a motion, a second and a vote (even seemingly simple things like the agenda and meeting minutes need to be voted on).

**\*Discussion Items** do not require a motion, a second, and a vote. However, if a discussion item generates an action item or potential action item, that item may be added to the next agenda as an action item.

**Running the meeting:** Typically, the SGC chair will own running most action items on the agenda. Another council member may take over, depending on the item. In the absence of the SGC Chair, the Vice Chair will run the action items.

**Establishing/Reviewing meeting norms:** It's a great idea to discuss and create norms that your SGC feels will work well for them. Include these at the beginning or end of your agenda and take the time to review them throughout the year to ensure that your meetings run smoothly and productively.

**Reviewing your Council Self-Assessment:** The first meeting of the new school year is a great time to discuss the results of your Council Self-Assessment and make any changes or flush-out any concerns that the team might have before diving into the upcoming year's work.

**Reviewing the Exceptional Council Score Card:** Council Score Cards will be available to SGC members in mid-July. This is the first year that councils have received efficacy scores so take a few minutes at your first meeting to celebrate any successes and address areas of growth for the coming year of governance.

**Registering for SGC member training or conference opportunities**

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