



Paul D. West Middle School

Where improvement is a process, not a destination

21-22 School Governance Council

Date: August 18, 2021, Time: 5:00 p.m. – 6:00 p.m. Location: TEAMS

Meeting Norms: Start and End on Time, Be Respectful of Others' Opinions, Work for the Good of All Students

MINUTES

Council Members

+ indicates term ending.

X indicates present

Membership	Parent	Parent	Parent	Teacher	Teacher	Principal Appointed	Principal Appointed	Community	Community	Non-Voting Member	Non-Voting Member
Name	Whitney Walker (21-22)	Alexis Blue (21-22)	Carlis Toledo (20-21) + Cruz Vacated position 20-21	Jaya Davillier vacated position fill (20-21) +	Mytee Garcia (21-22)	Joan Gage (20-21) +	Tevin Smith (21-22)	Ebony Kelly (20-21) +	Lynn Archer (20-21) +	Dr. April Thomas	Dr. Darrell Stephens
Board Position	Member	Member	Member	Chair	Member	Parliamentarian	Vice Chair	Member	Member	Member	Member
August 18, 2021 Virtual MTG TEAMS	X	X	X	X	X	X	X	X	X	X	X

5:00 pm

Chair/Principal

Call to Order

The meeting was called to order at approximately 5:02pm by Jaya Davillier.

5:02 pm

Action Item: Approve Agenda Chair/Principal

The motion to approve the agenda was moved by Jaya Davillier and properly seconded by Joan Gage.

5:05 pm

Action Item: Approve May or June Meeting Minutes Chair/Principal

The minutes could not be properly recovered at the time. The item was tabled for later action.

5:10 pm

Discussion Item: Welcome Back, Introduce New Members

Principal

Dr. D. Stephens provided a quick introduction into the Welcoming of New and Former Members. Those in attendance were as follows: Ms. Toledo, Ms. Hickman, Dr. Thomas, Ms. Garcia, Ms. Alexis, Ms. Jackson, Ms. Davillier, Ms. Kelly, Dr. Stephens, and Mr. Smith.



Paul D. West Middle School

Where improvement is a process, not a destination

21-22 School Governance Council

Date: August 18, 2021, Time: 5:00 p.m. – 6:00 p.m. Location: TEAMS

Meeting Norms: Start and End on Time, Be Respectful of Others' Opinions, Work for the Good of All Students

MINUTES

5:20 pm

Informational Item: Appoint any Vacancies **

Principal

After introductions, it was stated the new members would become part of the SGC Committee. The individuals are Ms. Toledo- Community Member, Ms. Garcia-Appointed Staff, and Mr. T. Smith-Appointed Staff)

5:25 pm

Action Items: Elect New Officers (Chair, Vice Chair, Parliamentarian)

Chair/Principal

When electing new officers, it was nominated that the following individuals accept the below listed officer positions: Chair – J. Davillier, Vice Chair- T. Smith, and Parliamentarian - Joan Gage

A Motion was made to accept this Action Item as is by Joan Gage. It was properly seconded by J. Davillier. The motion carried.

**Note: Ms. Toledo has joined via auditory communication through Ms. Martha Hickman*

5:40 pm

Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection [chair + 3 members])

Chair/Principal

Ms. Jan Jackson provided a brief description of each of the Staff Standing Committees.

Outreach & Communication: These individuals will serve as ambassadors for PDW and secure partnerships with various entities in accordance with the new process. They will also assist in the election phase during the months of January to March as well as attend community events on behalf of the PDW governing body.

Budget & Finance: These individuals will monitor funds and receive the charter funds allocated for our school used to support various initiatives and research endeavors. They also assist in approval of budgets and grant-searches.

Principal Selection: These individuals will only meet if it is necessary for a new principal to be hired. They will sit on the panel during the hiring process.



Paul D. West Middle School

Where improvement is a process, not a destination

21-22 School Governance Council

Date: August 18, 2021, Time: 5:00 p.m. – 6:00 p.m. Location: TEAMS

Meeting Norms: Start and End on Time, Be Respectful of Others' Opinions, Work for the Good of All Students

MINUTES

Each committee consists of four (4) members and may have an additional three (3) members who are non-SGC members.

Those who volunteered were selected and properly elected to the following committees:

Outreach & Communication	Budget & Finance	Principal Selection
Ms. Kelly	Ms. Davillier	Ms. Davillier
Dr. Thomas	Ms. Kelly	Ms. Alexis
Ms. Gage	Ms. Alexis	Ms. Kelly
Mr. T. Smith	Ms. Toledo	Ms. Gage

5:45 pm

Discussion Item: Select Parent/Community Superintendent Council Representative Chair/Principal

The question that was posed by Dr. Stephens, "Does this individual serve a one (1) year term?" was responded by Ms. Jackson with, "Yes, they assist the principal and provide information." It was then moved to nominate Ms. Whitney Walker for this position from a previous conversation had with Dr. Stephens.

5:55 pm

Discussion Item: Determine Meeting Schedule for SY 2021 – 2022 Chair/Principal

It was stated by Dr. Stephens that the SGC Committee will meet each third Wednesday, virtually, at 5:00pm. It was highly recommended by Ms. Jackson that both the dates of these meetings and a meeting link be placed on the official school website for parental and educational stakeholder access.

Review SY 2020 – 2021 Council Self-Assessment Results Chair/Principal

The assessment was placed in the meeting Chat Area for all participants to view. It was discussed that the assessment fared very well with no low scores.



Paul D. West Middle School

Where improvement is a process, not a destination

21-22 School Governance Council

Date: August 18, 2021, Time: 5:00 p.m. – 6:00 p.m. Location: TEAMS

Meeting Norms: Start and End on Time, Be Respectful of Others' Opinions, Work for the Good of All Students

MINUTES

6:10 pm

Establish SY 2021 – 2022 Council Norms Chair/Principal

It was established that there would be three (3) Council Norms:

1. Start on time, end on time
2. Be Respectful of Others' Opinions
3. Work for the Good of All Students

Informational Item: Principal's Update Principal

Per Dr. Stephens, it was stated that as we approach the first ten (10) days, we are off to a good start. Though we have had several COVID incidents, none has been detrimental to the point that hit has altered the instructional model of our students. At this time, we currently have four (4) vacancies; 2 SEC, 1 science, and 1 paraprofessional/ Assistant teacher. At the district level, we are experiencing a shortage of about sixty (60) bus drivers. Within the Tri-Cities Cluster, we are experiencing student loss at about 100 kids per school. With this being said, RISE Academy (a charter school option for parents) is steadily growing, where there are only about 6% of the teachers who are wholly certified. At PDW, we do offer one-to-one devices, but we have been experiencing some minor setbacks in deployment.

We also offer supplements as well as hotspots for those who are in need. Virtual lessons are provided, and teachers are easily accessible.

The Title I Meetings will meet on August 31, 2021, where we will discuss money as well as meet and support the needs of our parents and additional stakeholders.

6:25 pm

Discussion Item: Set Next Meeting Agenda Elected Chair

It was asked by Ms. Gage if we were to be following the Robert Rules of Order protocol and if copies could be provided. That question was answered by Dr. Stephens who responded in the affirmative.

When asked by Dr. Stephens, Ms. Kelly and Ms. Alexis first stated no when asked if they would like to contribute any items to the upcoming agenda. Dr. Thomas asked if we would add the item: Instructional



Paul D. West Middle School

Where improvement is a process, not a destination

21-22 School Governance Council

Date: August 18, 2021, Time: 5:00 p.m. – 6:00 p.m. Location: TEAMS

Meeting Norms: Start and End on Time, Be Respectful of Others' Opinions, Work for the Good of All Students

MINUTES

Framework for Math & ELA. This suggestion was affirmed. Dr. Stephens also suggested that we add the item: Update to K-8 Model for PDW. This item was affirmed. Ms. Alexis asked to add the item: Uniforms, and it was affirmed.

6:30 pm

Meeting Adjournment Elected Chair

Meeting adjourned at 5:44pm