MINUTES

River Eves Elementary School Governance Council

Date | time 1/12/2024 | 7:15 am | *Location* River Eves ES Conference Room

SGC Members Attendance

Susan Gowin, Principal	Offsite meeting	Melissa Cherian, Community Member	X
Laura Lavoie, Appointed Staff	X	Laeticia Ake, Community Member (Vice-Chair)	X
Malena Bisanti, Appointed Staff	X	Beth Rosenbleeth, Parent	X
Kathy Pace, Teacher	X	Alice Kudart, Parent	X
Rachel Robertson, Teacher (Parliamentarian)	X	Katrina Betty, Parent (Chair)	X

Action Items

Motion	By Whom	Second By	Voting Results
Motion to approve agenda	Pace	Bisanti	Unanimously
Motion to approve December meeting	Lavoie	Pace	Unanimously
Motion to use Council Funding	Lavoie	Bisanti	Unanimously
Motion to close Funding	Lavoie	Bisanti	Unanimously
Motion to Adjourn Meeting	Lavoie	Rosenbleeth	Unanimously

Time	Item	Owner
7:15 am	Call to Order	Betty
7:17 am	Action Item: Approve Agenda First: Pace Second: Bisanti Unanimously	Betty
7:19 am	Action Item: Approve December Meeting Minutes First: Lavoie Second: Pace Unanimously	Betty
7:20 am	SGC Budget Update ($31,585)	Gowin

Time	Item	Owner
	New Request	
	Rhodes – VR headsets – Connected lessons to grade level/ specials connection – may get if chosen for CATE position	
7:25 am	Discussion/Action Item: Council Funding	Bisanti, Pace, Lavoie, Robertson

A. Teacher/Club Proposals
Tilley (1st) – Stretchy bands (front of chair) - $150
Thornburgh (art) - $85 – stretch books, eraser, and stickers – comic book club
R. Roberton - $580 – Inflatables for Q4 PBIS celebration
Lyles (4th) - $247.77 – All 4th grade students - $247.??
Seever (3rd) - Chang/ Seever cluster - $39.99 – PBIS Rewards (fidgets)

B. Vote on Spending
Voted for all as a group

First: Lavoie

Second: Bisanti

Unanimously

- Motion to close voting

First: Lavoie

Second: Bisanti

Unanimously

Time	Item	Owner
7:43 am	Discussion Item: Planning for Parent/Teacher SGC Elections	Outreach and Communication Committee Chair
	Declaration period from Feb. 5 – March 29th	
	Rolling off – Katrina Betty, Kathy Pace, and Malena Bisanti	
	Blurb in Newsletter/ Eagle Flyer	
	Rhodes – showed interest as a teacher representative	
	Teachers will put together something to put in the newsletter	
7:53 am	Planning for Annual Budget Approval	Gowin
	Begin Feb. 5th and end Feb. 23rd	
	Projections for next year (tentative: budget committee - Feb. 22nd at 1:30, SGC Meeting- Feb. 23rd)	
	Certain amount for mandatory items and positions (literacy coach, part time STEM teacher) purchased	

Time	Item	Owner
8:05 am	Information Items: Principal Update	Gowin

    A. Spring Semester School Calendar
Testing (access) – ESOL students late Jan/early Feb
Professional Day – Tuesday, students return Wednesday
Spring Gifted Testing Window – end of Feb. (26)
STEM Day – March 1st
PBIS Celebration – March 1st during Specials
April Spring Break – first week
iReady Diagnostics (April 8-26) K-2, some 3-5 will have to take but not all
April 29th (window start) for GA Milestones, continue to May 17, subject not announced for each day yet
Last Day – May 23rd

    B. Semester Action Plan Goals/Initiatives
Tier 1 Instruction
-Midyear iReady diagnostics – on track to meet goal
-Science interim – on track to meet goal

Attendance and Discipline – on track to meet goal

Interventions
-MTSS – lots of growth but not moved in level yet
-SPED – surpass goal, rewrite goal for Semester 2
-ESOL – based on iReady on track to meet goal

Time	Item	Owner
8:20 am	Information Item: Superintendent Advisory Council Updates Dinner on Jan. 31st	Council Representatives
8:22 am	Discussion Item: Draft Next meeting Agenda Moving meeting to Feb 23rd Recess time – early in the morning (4th), in winter temp. too low Indoor Recess- Question asked about what activities – indoor recess cart Field Trips for lower grades – typically only 2 parent chaperone – opportunity for more parents to come	All Members
8:33 am	Action Item: Meeting Adjournment First - Lavoie Second - Rosenbleeth Unanimously	Betty

Meeting Norms

*SY23-24 Council Initiatives: Continue discussions to determine the focus of the council's upcoming work. Lean on your school's Semester Action Plan to ensure the work of the council is aligned with the goals and initiatives being targeted by the school leaders. Task the council with prioritizing 1 – 2 initiatives the SGC could lead or support throughout the year.

* The Governance Team will be hosting Cross Council meetings meant to support councils with the task of aligning their work for the school year to the strategic goals and initiatives of their specific school as well as those of the district. These sessions will offer members the opportunity to hear from other councils within their grade-bands and engage in discussions with the Governance & Flexibility Team. The meetings will take place virtually on Microsoft Teams at the dates/times below. We encourage all SGCs to select at least two members to attend their grade-level meeting and represent their school.

Notes and Reminders

Below are some tips and additional details about the items listed on the first page of this document.

* **Setting the date, time, and location of your meeting**: It is 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 and you will have already covered many requirements of the Open Records and Meetings Laws. It is important that SGC meetings are scheduled outside of school hours so that staff members can attend if they would like to do so. If your meetings will be held virtually, make sure to include a link so that members of the public are able to view the meeting on-line.

* **Action items**: 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). Remember that principals and student members are not voting members, so even if they are designated as an owner of an action item, the voting members of the council will be responsible for motioning, seconding and voting on the item.

* **Discussion items**: These are agenda items that solicit feedback from council members. They do not require a vote.

* **Informational items**: It is common for councils to receive updates throughout the school year related to the day-to-day management of the school or district happenings. Informational items are usually meant to keep the council up to date on important topics even if they do not fall under the purview of the council. These items do not require a vote.

* **Running the first meeting**: Note that in this agenda the principal runs most of the meeting until the point at which officers are elected and the newly elected chair takes the lead. This is a great practice as there will not technically be a standing chair at the beginning of the first meeting of the year. (Note: if the previous chair is still sitting on the council, they are welcome to run the beginning of year meeting until a new chair is elected)

* **Staffing your committees**: Remember that all SGC members should be a part of at least one committee. The Budget and Finance Committee and the Communications and Outreach Committee require a Chair (any voting SGC member), the principal, three voting SGC members and can have up to three additional SGC or external members. Also, every school needs a Principal Selection Committee regardless of whether they believe that their principal position might become vacant. This committee is comprised of the SGC Chair and three additional voting SGC members.

* **<u>Nominating a representative for the Superintendent's Parent/Community Advisory Council</u>**: All schools are asked to select a representative to serve on the Superintendent's Parent/Community Advisory Council. This group meets monthly with the superintendent to provide feedback and receive updates on important issues affecting FCS schools and local communities. Meeting dates/times/locations will be sent out to representatives prior to the first advisory council meeting. If a representative is unable to attend a meeting, another member of the council can attend in their place.

* **<u>Drafting your next meeting agenda</u>**: It is a best practice to draft an agenda for your next meeting at the end of each meeting to help your council plan its upcoming work. If unforeseen events require a council to modify the agenda, the council can simply edit the agenda and vote to approve the modified agenda at the beginning of the next council meeting.