



# MINUTES

## Manning Oaks Elementary School Governance Council

*Date | time* 08/06/2019 | 2:00pm | *Location* Manning Oaks Elementary

### SGC Members

Mrs. Rosenthal, Principal | Ms. Kinsey, Teacher (Chair SY 2018-2019) | Ms. Powell, Teacher | Ms. Dismuke, Appointed Staff | Ms. Chafin, Appointed Staff | Ms. McKenzie Parent (Vice-Chair SY 2018-2019) | Ms. Geppert, Parent | Mr. Ullmer, Parent | Ms. Feltrop, Community Member

Absent: Michelle Geppert, Parent | Tim Ullmer, Parent

<b>Time</b>	<b>Item</b>	<b>Owner</b>
2:00pm	Call to Order Meeting was called to order at 2:02pm.	Mrs. Rosenthal
2:02pm	Action Item: Approve Agenda Ms. Kinsey motioned to approve the agenda. Ms. Feltrap seconded the motion. Motion was unanimously approved.	Mrs. Rosenthal
2:05pm	Action Item: Approve May Meeting Minutes Ms. Feltrap motioned to approve the minutes. Ms. Chafin seconded the motion. Motion was unanimously approved.	Mrs. Rosenthal
2:10pm	Informational Item: Appoint Staff Position Ms. Rosenthal appointed Ms. Dismuke (RTI coordinator). Motion was unanimously approved.	Mrs. Rosenthal
2:12pm	Action Item: Nominate Community Member & Fill Vacancies Ms. Rosenthal suggested Aaron Snow as community member. Ms. Kinsey motioned to approve. Ms. Chafin seconded the motion. Motion was unanimously approved.	Mrs. Rosenthal
2:15 pm	Action Items: Elect New Officers (Chair, Vice Chair, Parliamentarian) Mr. Benschine suggested nominations for the new elected positions. Ms. Chafin was nominated chair. Ms. Kinsey for vice chair. Ms. Powell for parliamentarian. Ms. Dismuke motioned to approve the newly elected officers. Ms. Feltrap seconded the motion. The motion was unanimously approved.	Mrs. Rosenthal

Time	Item	Owner
2:25pm	<p>Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection)</p> <p>Ms. Rosenthal brought up the Budget and Finance committee and the Outreach and Communication committee. Members chose their committees for the school year. Budget and Finance committee members chosen were Ms. Chafin, Ms. Dismuke, Ms. McKenzie, Mr. Snow, and Ms. Geppert. Ms. McKenzie was elected chair of the Budget and Finance committee. Outreach and Communication members chosen were Ms. Feltrap, Ms. Kinsey, Ms. Powell, and Mr. Ulmer. Ms. Feltrap was elected chair of the Outreach and Communication committee. The principal selection committee members chosen were Ms. Chafin, Ms. Kinsey, Mr. Snow, and Ms. McKenzie.</p> <p>Ms. Feltrap motioned to approve the elections. Ms. Kinsey seconded the motion. The motion was unanimously approved.</p>	Mrs. Rosenthal
2:35 pm	<p>Discussion Item: Determine Meeting Schedule for SY 2019-2020</p> <p>Ms. Rosenthal discussed the ad hoc committees: Curriculum website, parent university, community relationships. Ms. Dismuke and Mr. Ulmer were appointed to the parent university committee. Ms. Powell was appointed to the curriculum website committee.</p> <p>The next meeting on September 17<sup>th</sup> at 4:20pm will be when members determine the 2019-2020 Meeting Schedule.</p>	All Members
2:50pm	<p>Informational Item: Principal's Update</p> <p>A. Open House Discussed parking for open house at Fiserv. No contact from Fiserv. Ms. Rosenthal discussed the 3 stations for the open house: cafeteria, PTA, and transportation. Parents and students will then go to meet their teacher. The reason why was last year, we were at 31% for free/reduced lunch. We need 35% free/reduced lunch for Title I. Also, we were projected for 968 students last May. We are lower now but are expecting the numbers to increase due to registration.</p> <p>B. Staffing/Building Updates Tiles were redone in the hallways. Gym was painted by a group by Ms. McKenzie. 3 new portables were moved on the white top by the playground. Spinning chairs at recess will be removed at the playground at the beginning of the school year. Ceiling tiles replaced in the cafeteria.</p>	Mrs. Rosenthal
3::00 pm	<p>Discussion Item: Review Council Score Card</p> <p>Ms. Kinsey handed out exceptional council score cards. Mr. Benschine discussed the score card. Score was 11 out of 11.</p>	Ms. Kinsey
3:05 pm	<p>Discussion Item: Review Council Self-Assessment</p> <p>Ms. Kinsey brought forth the council self- assessment survey. Question 5 was discussed about how to inform stakeholders of SGC meetings and discussion</p>	Ms. Kinsey

Time	Item	Owner
	points. Ideas were brought forth on how to effectively keep stakeholders informed. Question 3 was discussed about how actively council members participate in the meeting.	
3:10 pm	<p>Discussion Item: Establish/Review Meeting Norms</p> <p>Ms. Chafin announced it was time to decide meeting norms. Members wrote down norms on sticky notes. Ms. Chafin read the notes aloud. Members narrowed down norms that went together. Council decided on 5 norms.</p> <ol style="list-style-type: none"> <li>1. Be here now.</li> <li>2. Clear communication.</li> <li>3. Be prepared.</li> <li>4. Work for the good of MOE.</li> <li>5. All voices heard.</li> </ol>	Ms. Chafin
3:30pm	<p>Discussion Item: Select &amp; Register 3 Members to Attend SGC Conference</p> <p>Ms. Rosenthal brought up the SGC Conference on September 21<sup>st</sup> from 8- 12 at Riverwood High School. Mr. Benschine discussed the agenda for the conference. Members will let Ms. Rosenthal or Ms. Chafin know if they are interested in attending. Chair will check in at the next meeting on who is going to attend the conference.</p> <p>Mr. Benschine voiced that the council needs to plan the agenda for the next SGC meeting. The council will look at the strategic plan, host a Q &amp; A about the strategic plan, and discuss the monitoring tool for students' achievement progress.</p>	Mrs. Rosenthal
3:35pm	<p>Meeting Adjournment</p> <p>Ms. Rosenthal moved to adjourn the meeting at 3:00 pm. Ms. Kinsey seconded the motion. Motion was unanimously approved.</p>	Mrs. Rosenthal

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### Meeting Norms

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**Be here now | Clear communication | Be prepared | Work for the  
good of MOE | All voices heard**

\* **Registering for the 2<sup>nd</sup> Annual SGC Conference:** The Governance & Flexibility Team will be hosting its second district-wide school governance conference "Join the Journey" on Saturday, September 21st from 8:00am until 12:30pm at Riverwood High School. To register click [here](#) or visit <https://tinyurl.com/SGC2019Conference>.