



MINUTES

Manning Oaks Elementary School's Governance Council

Date | time 09/18/2018 | 4:00 pm | *Location* Principal's Conference Room

SGC Members

Mrs. Jennifer Rosenthal, Principal | Mrs. Courtney Beach, Assistant Principal | Ms. Katie Kinsey, Teacher | Ms. Mechelle Chafin, Appointed Staff | Mrs. Julie Cardwell, Teacher | Mr. Jit Saha, Parent | Ms. Sarah Feltrop, Community Member | Mr. Aaron Snow, Community Member | Ms. Andrea McKenzie, Parent | Ms. Michelle Geppert, Parent | Mr. Benshine, NWLC SGC Support

Time	Item	Owner
3:57	Action Item: Call to Order Meeting was called to order at 3:57pm by Ms. Kinsey	Ms. Kinsey
4:00	Discussion Item: Review Meeting Norms <ul style="list-style-type: none"> • Be here now • Stay on topic • Make room • Team together, team apart for the good of MOE Norms were reviewed by Ms. Kinsey.	Ms. Kinsey
4:02	Action: Amend/Approve 9/18/18 Agenda Mr. Saha motioned to amend agenda to include response to public comment. Mr. Snow seconded. Motion was unanimously approved.	
4:04	Action Item: Approve August Meeting Minutes Mr. Snow motioned to approve minutes. Ms. Feltrop seconded. Motion was unanimously approved.	All
4:06	Public Comment Response: Mr. Saha brought up continued concern from public comment in August. Ms. Rosenthal addressed the temporary solution regarding supervision pending the arrival of maintenance. Ms. Rosenthal stated that she would reach out to the parent who communicated the concern.	
4:08	Discussion Item: Council Self-Assessment Overall, the feedback was positive. Mr. Benshine noted that MOE ratings were above NWLC average. Team first focused on items that received 100% "always" ratings: "council members adhere to the approved meeting agenda and meeting norms" and "council seeks diverse viewpoints and input from stakeholders when making decisions". Ms. Kinsey asked team to note some effective practices that led to success. Team noted the following positive practices: <ul style="list-style-type: none"> • Agenda was clear • Everyone was here for the good of MOE • Parliamentarian and Chair kept everyone on task • Trust and buy-in • Collaborative atmosphere 	Ms. Kinsey

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	<p>Second, team noted areas of improvement with the statements “council members actively participate in meeting discussions” and “council uses its committees to distribute the work of the full council”. Team noted the following:</p> <ul style="list-style-type: none"> • Be aware of members who do not speak up during the meeting • Ensure that members are actively engaged in committees • Identify check points for committees • More guidance from the SGC department. • Tapping into interest/passions of members • Not equitable work load between two committees • Administrative and council transitions 	
4:15	<p>Discussion Item: Milestones Data Review</p> <p>Ms. Rosenthal shared Manning Oaks Achievement Data. Discussed trending CCRPI data (2014-17). 2018 data is due in October/November. Ms. Rosenthal projected a decrease in overall CCRPI score which would move MOE from Flexible to Tailor support. Climate score was a 4 out of 5. Goal would be to move to a 5. A decrease in 3rd ELA (83% to 77%) was noted which was the trend for the county. Ms. Cardwell asked if the county’s overall decrease was consistent across the state. Mr. Benshine reported that the same trend was evident in the state. 4th and 5th grades noted increases in RELA; 72 to 75, and 77 to 83 respectively.</p>	All
4:24	<p>Informational Item: Principal’s Update</p> <p>Enrollment has increased. Currently, we are at 900 which is up from last year which fluctuated between 850-870. We earned additional teachers in kindergarten, fourth grade, and part time ESOL. We are currently searching for a part-time ESOL position. We were surplus teachers from other area schools for kindergarten and fourth grade. We have hired an ESOL paraprofessional.</p>	Ms. Rosenthal
4:27	<p>Action Item: Ad Hoc Committees</p> <p>Ms. Rosenthal presented proposal for Ad Hoc committees:</p> <p><u>PARENT UNIVERSITY-BEACH, Chafin, Saha</u></p> <ul style="list-style-type: none"> • Work with parent liaison and possibly admin/leadership team to plan a year plan of Parent University for 2019-2020 • Determine needs of the community to address • Work with grade levels to incorporate existing parent information sessions • Help secure speakers/resources needed <p><u>COMMUNITY CHAMPIONS-ROSENTHALL, Feltrop, Snow</u></p> <ul style="list-style-type: none"> • Work with PTA business partner chair (LaShena Matthews) to determine current partners and structure • Determine needs of staff/community for business partner support • Recruit new partnerships <p><u>RESOURCE BANK-KINSEY, Cardwell, MacKenzie, Geppert</u></p> <ul style="list-style-type: none"> • Create online bank of resources for parents • Determine different categories • Find resources for each section- pull on teacher ideas • Advertising of tool and determine support needed for parents <p>Idea was presented to stagger meetings. Agenda and minutes are not required if less than 5 members are present. Mr. Benshine will offer support as needed.</p>	Ms. Kinsey/Ms. Rosenthal

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	Meetings may not occur on the first day. Community Outreach and Budget Committees will also meet during the year as needed.	
4:50	Informational Item: Cross Council Meeting <ul style="list-style-type: none"> • September 24th 6:30-8:30 – Ms. Kinsey, Mr. Saha and Ms. Rosenthal will attend. • Monitoring tool will be provided at the meeting. 	Ms. Kinsey
4:55	Action Item: Next meeting date <ul style="list-style-type: none"> • Next meeting was set for 11/5/18. Committees above will meet in October and share out at next meeting. 	Ms. Kinsey
5:00	Action item: Meeting Adjournment <ul style="list-style-type: none"> • Mr. Saha motioned to adjourn meeting at 5:00pm. Ms. Chafin seconded. Motion was unanimously approved. 	Ms. Kinsey

Meeting Norms: Be Here Now, Stay on Topic, Make Room, Team Together-Team Apart for the Good of MOE
