



Meeting Minutes

Manning Oaks Elementary SGC

Date | time 1/4/2021 | 9:00am | *Location* Teams Live

SGC Website: [School Governance Council / SGC Overview \(fultonschools.org\)](https://fultonschools.org)

Public may attend the meeting by joining this link: [\[Click here to join the meeting\]](#)

SGC Members

Jennifer Rosenthal, Principal | Megan Denney, Teacher | Jordan Glastetter, Teacher | Patrick Wright, Appointed Staff | Ashtyn Powell, Appointed Staff | Michelle Geppert, Parent | Andrea MacKenzie, Parent | Lincoln Wood, Parent | Aaron Snow, Community Member | Scott Hetherington, Community Member

Time	Item	Owner
9:00am	Action Item: Call to Order Mr. Hetherington called the meeting to order at 9:02am.	Chair
9:02am	Action Item: Approve Agenda Mr. Snow motioned to approve the agenda. Mrs. MacKenzie seconded the motion. Motion was unanimously approved.	Chair
9:05am	Action Item: Approve December Meeting Minutes Mr. Wright motioned to approve the meeting minutes. Mrs. MacKenzie seconded the motion. Motion was unanimously approved.	Chair
9:10am	Discussion Item: Review Meeting Norms Mr. Hetherington reviewed the meeting norms. Members were invited to chime in if anything needed to be added or revised. The meeting norms will continue as is.	All Members
9:15am	Discussion Item: Revisit Critical Actions for this Semester A. Reflection Form Follow-Up; Recall Conversation from Dec Mr. Hetherington reminded us of the form from December. We focused on the major initiatives of the resource bank and parent university. The resource bank will be ready to go this month. Parent university will be planning some upcoming events. The Love MOE Day will not be happening in a similar format as it did last year. The community and collaboration ad hoc committee will be working on revising Love MOE Day to make it fit in with the COVID-19 protocols. Mr. Snow asked if there are needs for students and families in certain areas. Perhaps care packages would be a good solution. B. PROs Reflection Activity on Page 2	Chair


Mr. Hetherington led over the activity briefly.

9:30am	<p>Discussion Item/Action Item: Flex Fund Expenditures</p> <p>There is around \$30,000 leftover in the Flex Fund Expenditures. The LLI teaching manual kits for the EIP teachers costs around \$2,230.52. Mr. Wright motioned to approve the LLI teaching manual kits. Mr. Snow seconded the motion. Motion was unanimously approved. There are thoughts about the PBIS team and the expenditures for the school store. If around \$1,500-\$2,000 are spent on PBIS, this would last through the next school year for student and staff incentives. Mrs. MacKenzie motioned to approve the PBIS expenditure. Mrs. Geppert seconded the motion. Motion was unanimously approved.</p> <p>Ms. Powell asked if the STEM lab or Media Center had any need for materials. Mrs. Glastetter asked if perhaps iPads or devices could be used in the art room or special areas for technology integration. She also mentioned that several students do not have access to paper, crayons, and general art supplies. Ms. Powell mentioned that perhaps books would be good to send home to students that need books at home in Love MOE care packages. Mr. Snow asked the council to consider 3 questions: 1) What do students need? 2) What is something they would like to see? (Fun activities for spiring break like water balloons or activity books) and 3) What do our teachers need or what would they appreciate? Research will be done on the ideas about the STEM lab, Media center, art supplies, art technology, books for students, and items for the Love MOE care packages. This will be brought up at the next full council meeting in February. C3 Church would like to help with this as well.</p>	Council
9:45am	<p>Discussion Item: Schedule Upcoming Committee Meetings</p> <p>The next full council meeting will be on Monday, February 22nd at 4:20pm.</p> <p>Budget and Finance committee and Community and Outreach committee will schedule those meetings outside of this meeting. They will take place either in January or February.</p>	Committee Chairs
9:55am	<p>Informational Item: Principal's Update</p> <p>January 4th and 5th are PD days and workdays for teachers. There are PDs for reading, math, and technology.</p> <p>There are a few more students returning from virtual to face to face. This is around 2-3% of a return. 4th and 5th grade classrooms are very full of more face-to-face learners than any other grades. Student schedules were able to stay similar.</p> <p>The new speech language pathologist teacher will be starting today. Ms. Avren resigned in December.</p> <p>Alpharetta Police and Fire Department adopted 125 families of the Manning Oaks and Hopewell community. They had a parade with the departments and families on December 18th.</p> <p>C3 church came with holiday packages to the school on December 21st. They also helped families with rent assistance. Families came with thank you cards for the volunteers.</p> <p>Alpharetta First United Methodist Church also served families during the holiday season.</p>	Principal
10:10am	<p>Discussion Item: Set Next Meeting Agenda</p> <p>One big agenda item will be to approve the school budget prior to February 26th. We will also approve some flex fund expenditures brought up in discussion today. Looking forward, the Community and Outreach Committee will need to consider at least 1 teacher and 2 parent candidates for the February meeting. The candidate declaration window will open on February 3rd and end on February 26th.</p>	Chair
10:15pm	<p>Action Item: Meeting Adjournment</p> <p>Mr. Snow motioned to adjourn the meeting. Mrs. MacKenzie seconded the motion. Motion was unanimously approved. Meeting adjourned at 9:45am.</p>	Chair

Notes from the Governance and Flexibility Team

* SGC Elections and Budget Season are right around the corner. The G & F team suggests scheduling an Outreach & Communication Committee meeting in January to create a plan for soliciting candidate declarations (the declaration window will be open from February 3rd to February 26th).

Budget & Finance Committees should plan to meet in February to review the budget prior to approving it with your full council. Budgets open early in February and tentatively close at the following dates: Elementary – Feb. 26th; Middle – Mar. 5th; High – Mar. 12th.

<p>January SGC Meeting Exercise: PRO Reflective Protocol</p> 	
Focus:	
Purpose/Outcome:	Reflection on the work achieved in the first semester and focus on action steps needed to achieve SGC goal developed in formula of support.
Time:	20 minutes
Facilitator:	Chair or Vice Chair
Protocol:	<ol style="list-style-type: none"> 1. To remind the council of progress towards goal setting, either the Parliamentarian will review the minutes of the council’s discussion or the Chair will pull his/her notes from the SGC Reflection Form completed in December (sample of Reflection Form on page 3). 2. The facilitator will introduce the PRO Reflection Protocol to the SGC to review any successes of the first semester and next steps in project planning for SGC goals. 3. The facilitator will read Steps 1-3 prompts for discussion in the PRO Reflection Protocol: Based on our work from first semester and the current environment caused by COVID 19.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>P</p> <p>Positive Reflection</p> <p>Proud Moment</p> </div>	<p>P: Positive Reflection/Proud Moment</p> <ul style="list-style-type: none"> • Something we are proud of from first semester is... • We felt highly effective when... • Our community or school felt supported because we... <p>The facilitator will read Step 2 prompts for discussion:</p> <p>R: Reflect on What We Can Do Better</p>

R Reflect on what we can do better	<ul style="list-style-type: none"> • Something we could further maximize is... • We could be more effective if... • We would like to reach the following elements of our vision... <p>The facilitator will read Step 3 prompts for discussion:</p> <p>O: Open for Feedback</p> <ul style="list-style-type: none"> • One way this work could be better for our students/teachers/community is if... • One thing we want to make sure not to push away from our vision is... • One way we could push ourselves even more is by...
O Open for Feedback	
Next Steps:	Continue action steps and monitoring of goal developed under formula for support.



Which strategic pillar(s) did the work of your SGC support? Select all that apply.

- Student Achievement
- People & Culture
- Community Collaboration
- Fiscal Responsibility

What major initiatives or projects did your SGC focus on?

How did the work of your SGC support the long-term strategic direction of your school?

What data did your SGC capture to determine the success of its work?

How did the work of your SGC support your school and community through the

COVID-19 crisis?

Based on the work of your SGC, what, if any, shifts would you suggest to the strategic direction of your school?

What major initiatives or projects will your SGC focus on next?