



# Meeting Minutes

Manning Oaks Elementary School

*Date | time* 2/22/2021 | 4:00pm | *Location* Join the Live Teams Meeting

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

Public may attend the meeting by joining this link: [Insert Live Event attendee link here]

## 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 (Chair)

Absent: Aaron Snow

| Time   | Item  | Owner     |
|--------|---|-----------|
| 4:20pm | Action Item: Call to Order<br>Meeting called to order at 4:35pm by the Mr. Hetherington.  | Chair     |
| 4:22pm | Action Item: Approve Agenda<br>Ms. MacKenzie motioned to approve the agenda. Mr. Wright seconded the motion. Motion was approved unanimously.   | Chair     |
| 4:25pm | Action Item: Approve January Meeting Minutes<br>Mr. Wright motioned to approve the meeting minutes. Ms. Powell seconded the motion. Motion was approved unanimously.  | Chair     |
| 4:30pm | Action Item: Alignment of the School Budget with Strategic Outcomes (Page 2)<br>Ms. Rosenthal discussed the strategic plan goals. Below are the goals for each pillar.<br><b>Student Achievement:</b> 1) 90% of 3 <sup>rd</sup> grade students will read at or above grade level. 2) Increase the percentage of students in 5 <sup>th</sup> grade who demonstrate typical to high growth in foundational skills in reading.<br><b>People and Culture:</b> 1) Increase the percentage of families and students who would recommend Manning Oaks Elementary School as a place to attend school to a family member or friend. 2) Increase the percentage of employees who recommend Manning Oaks Elementary School as a place to work to a family member or friend.<br><b>Community Collaboration:</b> 1) Increase the percentage of families who feel empowered to support their students' educational journeys. 2) Increase the number of impactful partnerships that align to school goals.<br><b>2021-2022 school year budget:</b><br>Total Amount Earned: \$7,410,008<br>Earned \$125,704 per pupil allocation (jumped up from \$121,904 from 2021 seat count)<br>Personnel- \$7,122,014 (96.11% of total budget) | Principal |

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Non-Personnel- \$287,994 (3.89% of total budget)

Student Achievement pillar (Literacy Coach- flex position from county, RTI Support/ESOL, STEM Lab Teacher/ Intervention Support)

People and Culture pillar (Literacy Coach- offer PD around literacy and RTI Support/ ESOL- take RTI position from counselor to allow more classroom guidance and support)

Community Collaboration (STEM Lab Teacher/ Intervention Support (community partnerships opportunity)

Most of the budget is for employee salaries. The other part goes towards custodial cleaning and other material spending for the school year. For the 2020-2021 school year, MOE was projected to have 875 students. The seat count is 807 students. There are 825 students expected for 2021-2022 school year. Most of the budget goes to personnel. We will lose a 4<sup>th</sup> grade teacher for the 2021-2022 school year and reduce from 5 to 4 teachers. We had 3.5 teachers for EIP and bought the 4<sup>th</sup> position. We will be reduced back to 3.5 EIP teachers for 2021-2022. The 1<sup>st</sup> grade team will lose 1 position. We purchased a STEM lab position for 2020-2021 and will purchase the position for the 2021-2022 school year. Admin will be looking to use this teacher to help with tiered students and to teach intervention groups. MOE earned a 1.5 counselor position. We will plan on using that .5 to be a RTI support teacher to help run the RTI position and support ESOL.

The \$93,000 for the Charter Dollars was earned in 2021. There is \$63,000 rollover amount to use for 2021-2022. These dollars are being used for the STEM Lab Teacher, EIP resources for supporting students with the LLI kits, and any pending items. We will be keeping the Literacy Coach position because of the K-2<sup>nd</sup> grade new ELA curriculum starting in 2021-2022 school year.

Ms. MacKenzie motioned to approve the budget. Ms. Geppert seconded the motion. Motion was unanimously approved

4:45pm

Action Item: Spending Charter System Dollars

Chair/Principal

Mrs. Rosenthal shared that the Community Partnerships ad hoc committee will be meeting tomorrow to discuss and plan for sending out care packages to students near spring break. Virtual students will be included too to make sure that they are feeling connected to the school. Staff care packages are in the discussion too. There is a high estimate of \$6,000 and they are looking to spend around \$5 per student.

Ms. Rosenthal shared that a myON subscription has been discussed by the RELA teachers and literacy coach. Teachers are using Epic free right now, but we are not guaranteed to have this program in the future. The cost of a 1-year subscription from this point in the year to this time next year is \$6,750.99. We would like to spend \$8,000 for a full year plus a few months until the end of May 2022. Ms. Powell and Ms. Denney expressed that myON would be a great digital library for students to utilize to use in the classroom.

Mr. Wright shared that math teachers have been seeking additional math manipulatives for K-5<sup>th</sup>, EIP math classes, and IRR resource classes. The materials would be purchased from Hand2Mind and there is a school representative to help us with this purchase. The rough estimate would be around \$1,500- \$2,000.

The total of all requests would be around a \$16,000 expenditure out of the Charter System dollars.

Ms. Geppert motioned to approve the expenditure. Ms. MacKenzie seconded the motion. The motion was unanimously approved.

4:55pm

Discussion Item: SGC Election 2021

Outreach &  
Communication  
Chair

A. Review upcoming vacancies

B. Discuss plan for securing teacher and parent candidates

Ms. Denney shared that the Outreach and Communication Committee met a few weeks ago to plan out how to gather interest for the SGC Election 2021. Communication about the election has been sent out multiple ways with flyers for f2f students, Class Dojo messages, Twitter posts, sign out at carpool with Mr. Francis in the MOE tiger costume, and an announcement on the website. 2 teachers and 2 parents have filled out the candidate declaration form, so all

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positions have been filled at this time for the upcoming election season. We will still encourage people to run up until February 26<sup>th</sup>, 2021.

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|--------|--|-----------|
| 5:10pm | <p>Informational Item: Principal's Update</p> <p>Ms. Rosenthal shared that a parent communication will go home to let parents know the plan for the 4<sup>th</sup> Quarter. They will fill out a survey if they want to change their child's learning environment starting on March 16<sup>th</sup>. She shared that teachers have done well teaching in this learning environment and students have shows growth.</p> <p>3 positions will be lost for the 2021-2022 school year. Surplus announcements will come out during March.</p> <p>Ms. Rosenthal shared that in her principal's meeting they are is working on plans for field day, the 5<sup>th</sup> grade promotion ceremony, and other 4<sup>th</sup> quarter events.</p> <p>Mr. Hetherington shared that he is thankful for the teachers and glad that his student is at Manning Oaks Elementary. He asked how virtual students would take the End of Course tests. Ms. Rosenthal shared that there has been another waiver sent to the federal government to ask if Georgia not participate in standardized testing. There is not a lot of details for the scheduling of the Georgia Milestones for virtual students. They are thinking that students will sign up for a day(s) to come to the school to take the tests.</p> | Principal |
| 5:25pm | <p>Discussion Item: Set Next Meeting Agenda</p> <p>The next full council SGC meeting will be on March 30<sup>th</sup> at 4:20pm. Ad hoc committees will meet during April and report back at the May meeting.</p>  | Chair     |
| 5:30pm | <p>Action Item: Meeting Adjournment</p> <p>Ms. Geppert motioned to adjourn the meeting. Mr. Hetherington seconded. Motion was unanimously approved to adjourn the meeting at 5:15pm.</p>   | Chair     |

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## Meeting Norms

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Work for the good of all students | Be patient and open-minded | Create an atmosphere of fairness and respect

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## Notes from the Governance and Flexibility Team

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\* School budgets must be voted on and approved by the dates below. Once approved, the council must complete the Budget Approval Form found [here](#) and then send it to their Governance Facilitator.

- Elementary Schools: February 26, 2021
- Middle Schools: March 5, 2021
- High Schools: March 12, 2021

\*\* *Candidate Declaration Window: 2/3 – 2/26/2021*

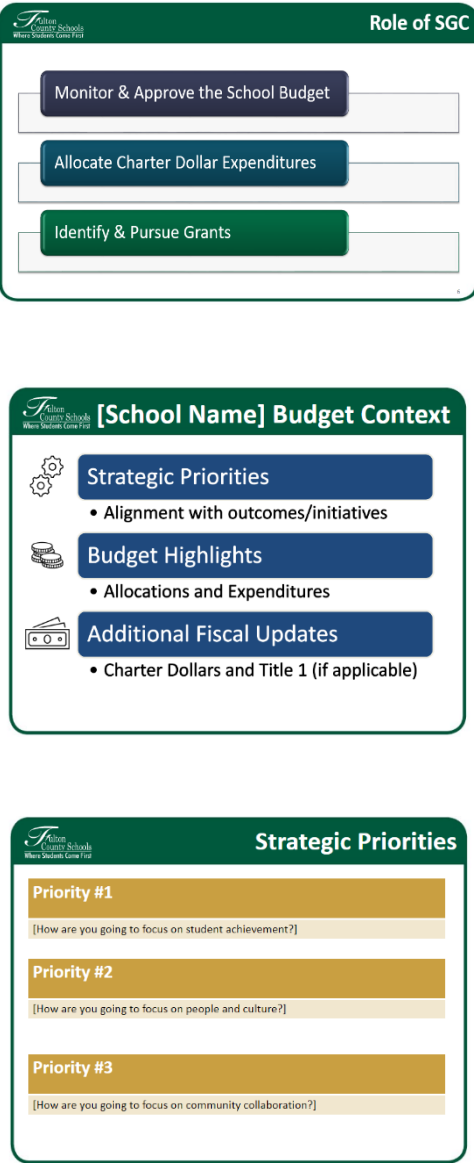
*Get to know the Candidates: 2/27 – 3/16/2021*

*SGC Voting Period: 3/17 – 3/24/2021*

Outreach & Communication Committee should be planning to meet (if you have not already) to review these resources and make a plan to reach parents and teachers that are interested in running for your School Governance Council. Click [here](#) to access our elections page because this will be your best source for information and timely documents.

February SGC Meeting Exercise: Alignment of the School Budget with Strategic Outcomes



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| Focus:   | Alignment of the School Budget with Strategic Outcomes   |
| Purpose/Outcome:   | Align budget decisions specifically to outcome and initiatives under the school's three strategic priorities.  |
| Time:  | 15 - 20 minutes  |
| Facilitator:   | Principal  |
|  | <p>The principal will remind the council of their three main roles of the SGC for Fiscal Responsibility: monitor and approve the school budget, allocate charter dollars, and identify and pursue grant opportunities.</p> <p>This month the focus will be on monitoring and approving the school's budget. The principal will remind the SGC of the <u>opening of the budget and closing dates of their school's budget</u>:</p> <p>All Budgets Open on <u>February 8, 2021</u><br/> Budget Closing Dates:</p> <ul style="list-style-type: none"> <li>• Elementary: <u>February 26, 2021</u></li> <li>• Middle: <u>March 5, 2021</u></li> <li>• High: <u>March 12, 2021</u></li> </ul> <p>1. The exercise will begin with the principal reviewing the <b>Budget Context</b> (slide 3) from the <a href="#">Budget Sharing Template</a>. The SGC will spend this month on the first area, <i>Strategic Priorities</i>.</p> <p>2. The SGC will use the three guiding questions from the <b>Strategic Priorities</b> (slide 4) before reviewing the budget highlights.</p> <p><i>Essential Question: How will budget decisions specifically be made in alignment with our outcome and initiatives under our three strategic Priorities?</i></p> <p>Priority #1: How are you going to focus on student achievement?<br/> Priority #2: How are you going to focus on people and culture?<br/> Priority #3: How are you going to focus on community collaboration?</p> <p>3. If your SGCs approves the budget in February, continue onto <b>Budget Highlights</b> and <b>Fiscal Updates</b> (slides 5-6). If your SGC approves the budget in March, you will reconvene to approve the school budget at your next meeting.</p> <p><i>Note: As you continue the remaining steps of the budget approval process, continue returning to your identified strategic priorities to ensure alignment.</i></p> |
| Next Steps:  | Complete the Budget Approval Process by the designated school level date and have the appropriate parties submit a certificate of approval.  |