



# AGENDA

## Crabapple Middle School Governance Council

*Date | time* 08/29/2023 | 8:15am | *Location* TEAMS

### SGC Members

Dr. Rako Morrissey, Principal | Emily Mimbs, Teacher | Christine Davidson, Teacher | Rachel Noto, Appointed Staff | Lauren Pritchard, Appointed Staff | Stephanie Christiansen, Parent | Liz Caspermeyer, Parent | Stacey Perlman, Parent | Linda Porter, Community Member | Michelle Gantenbein, Community Member |

Time	Item	Owner
8:15am	Call to Order  The meeting was called to order at 8:15am. All members were present except for Linda Porter and Christine Davidson.	Dr. Morrissey
8:15am	Action Item: Approve Agenda  Stacy Perlman made a motion to approve the agenda. Liz Caspermeyer second the motion and all present members approved.	Dr. Morrissey
8:16am	Action Item: Approve May Meeting Minutes  Stacy Perlman made a motion to approve the minutes. Stephanie Christiansen second the motion and all present members approved.	Dr. Morrissey
8:17am	Discussion Item: Member Introductions & Confirm Council Roster  Members introduced themselves. Dr. Morrissey announced Daniela Martin as the school appointed member. Dr. Morrissey nominated Linda Porter as the community member. Lauren Pritchard made a motion to approve Dr. Morrissey's nomination. Daniela Martin second the motion and all present members approved.	All Members
8:20am	Action Items: Elect New Officers (Chair, Vice Chair, Parliamentarian)  New officers were nominated. Chair – Daniela Martin; Vice Chair – Stephanie Christiansen; Parliamentarian – Liz Caspermeyer. Lauren Pritchard made a motion to approve officers. Emily Mimbs second the motion and all present members approved.	Dr. Morrissey
8:25am	Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection*)  Committees were selected.  Budget & Finance – Martin, Gantenbein, Pritchard, Mimbs  Outreach & Communication – Caspermeyer, Perlman, Christiansen, Davidson, Porter  Principal selection – Martin, Pritchard, Mimbs, Gantenbein	Dr. Morrissey

Time	Item	Owner
8:30am	<p>Discussion Item: Nominate Representative for Superintendent's Parent/Community Advisory Council</p> <p>Liz Caspermeyer was nominated for representative with Stephanie Christiansen as a substitute. Gantenbein made a motion to approve the Liz Caspermeyer. Emily Mimbs second the motion and all present members approved.</p>	Dr. Morrissey
8:32am	<p>Discussion Item: Determine Meeting Schedule for SY23-24</p> <p>Last Tuesday of the month was selected as our meeting date.</p>	All Members
8:37am	<p>Informational Item: Principal's Update</p> <p>A. Potential School Staffing Changes (if applicable)</p> <p>Dr. Morrissey announced that CMS gained an allotment and will likely be a surplus for a Connections position.</p> <p>B. Calendar of Upcoming School Events</p> <p>Curriculum nights will be Sept 7 (6<sup>th</sup>) and Sept 12 (7<sup>th</sup>/8<sup>th</sup>)</p>	Dr. Morrissey
8:42am	<p>Discussion Item: Draft Next Meeting Agenda</p> <p>Agenda items were discussed and included preliminary items for charter funds. We will receive approximately \$46,000. Also, the fall community tour, any report from the superintendent's advisory council and the semester action plan.</p>	Dr. Morrissey
8:45am	<p>Action Item: Meeting Adjournment</p> <p>Dr. Morrissey asked for motion to adjourn. Liz Caspermeyer made a motion to adjourn. Michelle Gantenbein second the motion. The meeting was adjourned at 8:44am.</p>	Dr. Morrissey

---

## Meeting Norms

---

Silences Phones | Be Respectful of Others' Opinions | Work for the Good of All Students

\* All councils are required to have a Principal Selection Committee. The committee should be comprised by the SGC Chair and three additional voting council members. While the committee will not convene independently, members of the committee will participate in the principal selection process lead by the Zone Superintendent in the case of a principal vacancy.

# 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.

\* **Nominating a representative for the Superintendent's Parent/Community Advisory Council:** 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.

\* **Drafting your next meeting agenda:** 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.