



MEETING MINUTES

School Governance Council

Date | time 05/21/2024 | 8:00 am | *Location* Room 106

SGC Member Attendance

| | | | |
|--------------------------------------|-------------------------------------|--|-------------------------------------|
| Karen Cooke, Principal | <input checked="" type="checkbox"/> | Brandy Hogan, Staff Member | <input checked="" type="checkbox"/> |
| Kelly Morgan, Chair, Teacher | <input checked="" type="checkbox"/> | Cynthia Hodge, Parliamentarian, Parent | <input checked="" type="checkbox"/> |
| Sarah Fetz, Community Member | <input type="checkbox"/> | Mark Norman, Parent | <input checked="" type="checkbox"/> |
| Carrie Halron, Staff Member | <input checked="" type="checkbox"/> | Katelyn Woodcox, Teacher | <input checked="" type="checkbox"/> |
| Ji Han, Vice Chair, Community Member | <input checked="" type="checkbox"/> | Jun Park, Parent | <input checked="" type="checkbox"/> |

Special Guests: Brian Downey, District 6 Superintendent; Katie Kinsey, Facilitator, Governance and Flexibility

Agenda Items

1. Action Item: Approve Agenda
2. Action Item: Approve April 23, 2024 Meeting Minutes
3. Discussion Item: New Member Transition
4. Informational Item: Principal's Updates
5. Informational Item: Superintendent's Updates
6. Informational Item: Complete Council Surveys – All Members
7. Action Item: Meeting Adjournment

Meeting Minutes

Action Items

| Motion | Time | By Whom | Second By | Voting Results |
|---|---------|---------------|-------------|----------------|
| Meeting called to order at | 8:00 am | Kelly Morgan | | |
| Motion to Approve May Meeting Agenda, with amendments | 8:00 am | Carrie Halron | Mark Norman | Unanimously |

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|--|---------|-----------------|--------------|-------------|
| to stated times and modification to superintendent updates | | | | |
| Motion to Approve April meeting minutes | 8:03 am | Katelyn Woodcox | Brandy Hogan | Unanimously |
| Meeting Adjournment | 8:37 am | Ji Han | Jun Park | Unanimously |

1. Action Item: Approve Agenda, with noted changes to update times and to modify “Superintendent Council Updates” to “Superintendent’s Updates”
 - Approved
2. Action Item: Approve April Meeting Minutes
 - Approved
3. Discussion Item: New Member Transition
 - As a council, and with Karen offering an appreciative gift and speech, we thanked Mark Norman for his efforts and time on the SGC. His term is expiring this year as a parent representative.
 - Karen announced that Katelyn Woodcox was re-elected for another 2 year term as a teach representative on the Council.
 - Karen announced that Sarah Fetz and Sherman Neal (not present) were newly elected parent representatives and will serve for the next two (2) years (2024-2026).
 - Karen announced that Ji Han and Jun Park have been asked to serve as Community Member representatives. Community Members are appointed by the Principal. Ji would serve as a community member for 1 year. Jun would serve as a community member for 2 years. This appointment will be confirmed and approved at the next meeting of the 2024-2025 school year.
4. Informational Item: Principal’s Updates (8:07 am)
 - Karen will be leaving Dolvin at the end of this school year to pursue another principal position closer to her home. It was expressed by the entire council, and special guests, how much Karen has done for Dolvin and how much she will be missed.
 - Karen announced that a total of seven (7) school employees – principal, teachers, etc. – are leaving for one of the following reasons: retirement, moving, staying at home with family. The part-time EIP position is ending this school year and will not be available for next year.
5. Informational Item: Superintendent’s Updates. (8:09 am)

- Brian Downey introduced himself and explained that this is his second year in this role. He spoke wonderful praises of Karen Cooke and stated that the principal has the biggest impact on the success of the school. He thanked Karen for all of her leadership and her joy that she brought to the school, her staff, and her students.
 - Brian Downey explained that the next step is to find the next leader (principal) for Dolvin.
 - The job listing is currently posted and will remain open until May 31, 2024.
 - Brian will be meeting with a focus group of parents and teachers, separately. He will use this information to narrow down the pool of submitted applicants to three (3).
 - Then, the SGC comes into play. The Principal Selection Committee is made up of 2 parents and 2 teachers. This Committee, plus the Superintendent and his assistant will meet and interview the three (3) top candidates in person. These individuals can give presentations to the group. The meeting and all discussions are kept confidential. The Committee will provide a recommendation (#1, #2, #3 in order) to Superintendent Downey on or around June 10, 2024.
 - Brian will bring the final name to Superintendent Looney and assist in preparing this candidate for a difficult interview with Dr. Looney. If Dr. Looney approves, he will bring this name to the school board. The School Board approves or rejects the selection. The next School Board meeting is June 21, 2024.
 - If there is not someone to make it to the June 21, 2024 meeting, the process will continue. There is no rush – and we want to be sure we get it right. An interim principal (usually a retired principal) can be put into place at the start of the year.
6. Informational Item: Complete Surveys (8:33 am)
- As a group, we completed the SGC Reflection Form.
 - All Councilmembers must complete the Self-Assessment and Principal Feedback Survey by May 24, 2024. Another reminder was given to all members.
7. Action Item: Meeting Adjournment
- Approved. Meeting concluded at 8:37 am.
 - Next Meeting: Tentatively First Tuesday at 7:00 am in August. It was discussed that SGC meetings will likely be the first Tuesday of each month at Room 106 at 7:00 am.

Meeting Norms

Be patient and open-minded | Create an Atmosphere of Fairness and Respect | Work for the Good of All Students