# AUGUST AGENDA

## Ison Springs Elementary School Governance Council

**Date** 08/21/2024 | **Time** 3:00pm | **Location** Microsoft Teams

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| **SGC Members:** Lakasha Lee, Principal \| Shanniqua Mendes, Elected Teacher \| Amy Nickerson, Elected Teacher \| Inga Coleman, Appointed Staff \| Shelby Hemingway, Parent \|Yelena Kanayeva, Parent \| Leslie Mullis, Community Member \| Hunter Jordan, Community Member | | |
| **Meeting Norms:** Silences Phones \| Be Respectful of Others' Opinions \| Work for the Good of All Students | | |
| **Time** | **Item** | **Owner** |
| 3:04 PM | Call to Order: Meeting called to order by Ms. Lee | Principal Lee |
| 3:06 PM | Action Item: Approve Agenda<br>Ms. Nickerson motioned to Approve Agenda.<br>Ms. Coleman seconded the motion. All members stated "Aye".<br>The agenda was accepted. | Principal Lee |
| 3:08PM | Action Item: Approve May Meeting Minutes<br>Ms. Coleman made a motion to approve the minutes for the May SGC meeting. Ms. Nickerson seconded the motion. All members Stated "Aye"<br>The May meeting minutes were approved. | Principal Lee |
| 3:10 PM | Discussion Item: Member Introductions<br>Ms. Lee introduced herself as a required member. The following attendees introduced themselves.<br>• Ms. Amy Nickerson Teacher at Ison Springs Elected Member.<br>• Ms. Inga Coleman Literacy Coach Appointed Member<br>• Yelena Kanayeve Parent of student attending Ison Springs and Elected member.<br>• Leslie Mullins Community Member<br>• Gina Foster School Governance Analyst<br>• Shaniqua Mendes Teacher at Ison Springs Elected Member<br>• Shelby Hemingway, Parent | All Members |
| 3:19 PM | Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian)<br>Ms. Coleman volunteered to take the Chair position.<br>Ms. Lee made a motion for Ms. Inga Coleman to be Chair of the committee. Ms. Nickerson seconded the motion.<br>All members agreed.<br>Ms. Colman is SGC Chair for the 2024-2025 school year.<br><br>Ms. Mullins volunteered to be Vice Chair.<br><br>Ms. Coleman made a motion to accept Ms. Mullins as Vice chair.<br>Ms. Hemingway seconded the motion. All members agreed.<br>Ms. Mullins is the Vice Chair of the SGC committee for the 2024-2025 school year<br><br>Ms. Mullins made the motion for Ms. Nickerson to be the Parliamentarian. Ms. Coleman seconded the motion. All members agreed. | Principal Lee |

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| | Ms. Nickerson is the Parliamentarian for the 2024-2025 school year. | |
| 3:29 PM | Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection)<br>Budget and Finance Committees were explained by Ms. Lee.<br><br>The Budget Committee will be Inga Coleman, Cynthia Landers, and Yelena Kanayeva<br><br>Outreach and Communication Committee will be<br>Leslie Mullis, Amy Nickerson, and Shelby Hemingway.<br><br>The Principals Selection committee will be Inga Coleman, Shaniqua Mendes and Leslie Mullins.<br><br>Hunter Jordan remains unassigned<br><br>Ms. Mullins made a motion to accept the committees. Ms. Hemingway seconded the motion. All members agreed. | Principal Lee |
| 3:35 PM | Discussion Item: Determine Meeting Schedule for SY24-25<br>Meetings will no longer be held on the third Wednesday of every month due to our updated PLC schedule. We will now meet on the 3rd Tuesday of every month. There was a conflict in October because the 3rd Tuesday in October is a holiday. The October meeting will be scheduled later. We will meet at 3pm virtually for all scheduled meetings.<br><br>SGC Meeting Dates for the 2024-2025 school years.<br>September 17th<br>November 19th<br>December 17th<br>January 21st<br>February 18th<br>March 18th<br>April 16th<br>May 20th | All Members |
| 3:40 PM | Action Item: Charter Dollar Expenditures<br><br>Ms. Lee stated many of the students in the Fourth and Fifth grade are struggling readers. Based on IReady and GMAS data these students still have considerable gaps in phonics. Currently Kindergarten through third grade students use 95 core for phonics instruction. To establish continuity in our instructional practices, Ms. Lee wants to purchase extra phonics kits for the fourth and fifth grade students. Ms. Lee obtained a quote from the district literacy department for less than 10 thousand dollars to purchase these materials. Presently there are 69 fourth grade students and 63 fifth grade students that will benefit from the 95 core phonics kits. Ison | Principal Lee |

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| | may have more incoming students to consider. The accompanying teacher's editions will also need to be purchased. The teachers' additions and the student work mats are reusable from year to year. The student workbooks are consumable. Ms. Lee presented an estimated cost sheet from the district covering 5 kits for $8,900.<br><br>Ms. Mullins made a motion for the committee to approve 10,000 dollars for the purchase of 95 core phonics kits. In case extra kits need to be purchased in the future.<br>Ms. Hemingway seconded the motion.<br>5 committee members said "Aye" there were no "Nay" votes.<br><br>The committee approved ten thousand dollars will be spent to purchase 95 core phonics kits to be used with the fourth and fifth grade students.<br><br>Ms. Coleman proposed we use charter dollars to pay for substitute teachers to work with students while teachers attend professional planning sessions with district personnel. Teachers would work with district personnel to unpack the units of study.<br><br>Ms. Foster stated she did not think the budget services would approve the use of SGC funds for substitute teachers.<br><br>Ms. Coleman inquired if the SGC budget Service might approve the professional development consultant to come in a work with teachers. The professional development discussion was tabled until the next meeting.<br><br>Ms. Mullins inquired about the need for lunchroom tables. Ms. Lee stated she is currently working with the Chief Operations Officer Noel Maloof to find out if there is money in their budget to purchase cafeteria tables. The committee will revisit the discussion on cafeteria tables in a future meeting after all academic concerns have been addressed.<br><br>Ms. Mullins proposed we purchase more books for the book vending machine. She specifically stated more books in Spanish.<br><br>Ms. Mullins made a motion that the committee spend five thousand dollars on books for the book vending machine.<br><br>Ms. Nickerson seconded the motion. All committee members said 'Aye'<br><br>The committee approved five thousand dollars will be spent to purchase additional books for the book vending machine. | |

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| 3:50 PM | Informational Item: Principal's Update<br>Ms. Lee stated the district is moving to a district wide strategic plan. There are six focus areas in this plan. She will begin working with the School Leadership Team and the Administrative/ Core Team in the coming weeks. SGC will be involved as well. More details will be discussed at our September meeting. | Principal Lee |
| 3:55 PM | Discussion Item: Draft Next Meeting Agenda<br>• Charter Dollars<br>• The Strategic Plan<br>• Love Where You Learn Saturday October 18th | All Members |
| 4:02PM | Action Item: Meeting Adjournment<br><br>Ms. Coleman made a motion for the meeting to be adjourned at 4:02<br>Ms. Mullins seconded the motion<br>All members agreed.<br>The meeting was adjourned at 4:04 pm. | Principal Lee |

**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.