July/August Minutes

School: Esther Jackson

Date: 08/15/2024

Time: 3:45 PM

Location: Esther Jackson Conference Room

SGC Members:

Ms. Nikol Boyd, Principal |Ms. Jill Vitagliano, Staff | Ms. Lisa MacMillan, Teacher | Mrs. Katelyn Bivins, Teacher |Ms. Avery Sather, Teacher | Kyle Finley, Parent | Lisette Hoschek, Parent | | Nohemi Rojas-Sanchez, Parent | Zach Vaughan, Community Member | Kenny Bittick, Community Member |

3:45PM Call to Order *(Jill Vitagliano)*

- *Ms. Vitagliano called the meeting to order.*

3:47PM Action Item: Approve Agenda *(Jill Vitagliano)*

- *Ms. Vitagliano asked for a motion to approve the agenda. Ms. MacMillan motioned to approve the agenda. Ms. Hoschek seconded the motion. All in favor.*

3:50PM Action Item: Approve April's Minutes *(Jill Vitagliano)*

- *Ms. Vitagliano asked for a motion to approve the minutes from the last meeting. Members reviewed the minutes. Ms. Hoschek motioned to approve the minutes. Ms. Bivins seconded the motion. All in favor.*

3:55PM Discussion Item: Member Introductions *(All Members)*

- *All members introduced themselves and gave a short description of their experience and background.*

4:00PM Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian) *(Jill Vitagliano)*

- *Ms. Vitagliano was nominated for Chair and all members agreed. Mr. Finley volunteered to act as Vice Chair and all members agreed. Ms. MacMillan was asked to be Parliamentarian, and all members agreed.*

4:10PM Action Item: Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection) *(Jill Vitagliano)*

- *Budget/Finance committee – Chair Mr. Finley, Mr. Vaughan, Ms. MacMillan*
- *Outreach/Communication committee – Chair Ms. Bivins, Mr. Bittick, Ms. Rojas-Sanchez, Ms. Hoschek, Ms. Vitagliano, and Ms. A. Sather*
- *Principal Selection Committee – Chair Ms. Vitagliano, Ms. Bivins, Ms. Hoschek, and Mr. Finley*

4:20PM Discussion Item: Determine Parent/Community Superintendent Advisory Council Representative *(Jill Vitagliano)*

- *One member from community or parent – Mr. Vaughan or Ms. Hoschek*

- *One member from PTA -*
- *Once a month via TEAMS from 10:00 – 11:00 a.m.*

4:25PM <u>Discussion Item</u>: Discuss Norms *(Jill Vitagliano)*

- *Ms. Vitagliano reviewed the previous year's norms. Everyone agreed to keep the norms for this current year.*

4:25PM <u>Discussion Item</u>: Determine Meeting Schedule for SY24-25) *(All Members)*

- Meetings will be held on the 3rd Thursday of each month at 3:45.

4:35PM <u>Discussion Item</u>: Strategic Planning (Nikol Boyd)

- The district has adopted a new strategic plan. They include 6 main goals. We will make a goal for each of the main goals as applied to our school. A matrix was supplied to help with the planning. The protocol will be discussed in September's meeting. The final plan is due in December.

5:00PM <u>Informational Item:</u> Principal's Update *(Nikol Boyd))*

A. Potential School Staffing Changes

- Seed day – count for final decision on staffing. We were projected for 503 students; we are fluctuating 490-500. There is a possibility of staff changes, but too soon to tell.

B. Shifts in District Policy or School Practices

- 23-24 SY we improved in both attendance and discipline; both will continue to be a focus this year.
- Code of conduct has been updated with policies pertaining to threats (every threat is to be taken seriously and protocols to be followed) and racially inappropriate harassment.
- Ms. Boyd reviewed sections of our school perception data to improve areas in the balanced score card. The council needs to share with parents and the community what we do.

C. Calendar of Upcoming School Events

- Whit's
- Movie Night
- Donuts with Grown-ups – September 27th

D. Curriculum Night

- September 5th
- 5:00 – 7:30 p.m.
- Title I and PTA, PreK-2nd grade presentation/visit classrooms, 3rd-5th grade presentation/visit classrooms

5:30PM <u>Discussion Item</u>: Draft Next Meeting's Agenda *(All Members)*

- *Next meeting September 19th at 3:45*

5:35PM <u>Action Item:</u> Meeting Adjournment *(Jill Vitagliano)*

- *Ms. Vitagliano asked for a motion to end the meeting. Mr. Finley motioned to end the meeting. Ms. Bivins seconded the motion. All in favor.*

Be respectful of time | Be respectful of each other's perspectives | Use individual strengths to maximize our collective work | Assume good will |

Let thoughts be completed before commenting, please do not interrupt others | Maintain confidentiality

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.