



MINUTES

River Eves Elementary School Governance Council

Date | time 08/23/2024 | 7:15 am | *Location* River Eves ES Conference Room

SGC Members

Susan Gowin, Principal | Laura Lavoie, Appointed Staff | Malena Bisanti, Appointed Staff | Adam Klosterhaus, Teacher
| Rachel Robertson, Teacher | Melissa Cherian, Community Member | Laetitia Ake, Community Member | Beth Rosenbleeth,
Parent | Tyler Williamson, Parent | Natalya Alpert, Parent

Time	Item	Owner
7:30am	Call to Order First – 7:24 Lavoie	Gowin
7:32am	Action Item: Approve Agenda First- Lavoie Second- Rosenbleeth All- Yes	Gowin
7:35am	Action Item: Approve May Meeting Minutes First –Lavoie Second – Alpert All - Yes	Gowin
7:40am	Discussion Item: Member Introductions Each person said name and what they do professionally and how they are connected to the school	All Members
7:50 am	Action Items: Elect New Officers (Chair, Vice Chair, Parliamentarian) Parliamentarian – Rachel Robertson – Voted Lavoie, Klosterhaus, All Vice Chair – Melissa Cherian – Voted Lavoie, Rosenbleeth, All Chair – Adam Klosterhaus – Voted Lavoie, Rachel Robertson, All	Gowin
8:00am	Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection) Principal Selection Committee- Malena, Adam, Natalya, Beth Outreach and Communication – discuss strategic plan with community – Laetitia, Malena , Natalya, Robertson Budget and Finance (Susan, – Meet to talk about budget for following year as it comes out, present to SGC) – Melissa, Tyler, Laura	Gowin

Time	Item	Owner
8:15am	Discussion Item: Confirm Representative for Superintendent's Parent/Community Advisory Council – Tyler Williamson	Gowin
8:20am	Discussion Items: SGC Council Development Opportunities (officer training, committee training) Required training – 30-40 minutes Send to personal email for parents	Gowin
8:25am	Discussion Item: Determine Meeting Schedule for SY24-25 Meeting Dates: Aug 23, Sept 27, Nov.11, Jan 10, Feb 14, April 25, May 1 Time: 7:15	All Members
8:30am	Discussion Item: Determine SY24-25 Meeting Norms Past – silence phones, be respectful of other's opinion, work for the good of all students	
8:35am	Informational Item: Principal's Update <ul style="list-style-type: none"> A. Potential School Staffing Changes (10 day count) <ul style="list-style-type: none"> • Change – 3 K instead of 5 K, 4 1st instead of 5 1st, 4 3rd instead of 3, losing 2 paras • Difference in projected to current numbers (-52 students) • 8pm this evening – hoping for better idea, teachers then community will receive information • Communication goes out next week – change will happen quickly • Potential ideas on how to make families feel welcomed in coming to REES for kinder • Budget impact - \$7,904 loss <ul style="list-style-type: none"> ○ PD Days - \$1,365 loss ○ Supplements – Not calculated yet but will be a loss ○ As of now – Down \$9,269 ○ Timeline for 10 day count ○ Aug 16 – notified of position changes ○ Aug 23-28 HR complete surplus process ○ Sept. 3 – staff start date at new location B. Shifts in District Policy or School Practices <ul style="list-style-type: none"> School Practices <ul style="list-style-type: none"> • New logo • Brand more as a STEM school • Aquaponics lab visits – classroom teacher • Connected curriculum across content areas • 3 STEM days instead of 4 • CTAE – Focus on career, technology, and engineering (school is paying for part time position) • Project learning garden – coming soon (money from grant) 	Gowin

Time	Item	Owner
	<ul style="list-style-type: none"> STEM Stop with mobile cooking lab coming soon (money from grant) 	
8:50 am	<p>Discussion Item: Strategic Planning</p> <ul style="list-style-type: none"> Teamwork, Integrity, Accountability Aug- Draft for school strategic plan, share with zone superintendent Sept – Review with SGC Oct – vote for approval or denial Nov – Zone Superintendent approval Dec. - Cabinet review 	Gowin
9:00 am	<p>Discussion Item: Charter Dollar Expenditure Proposals</p> <ul style="list-style-type: none"> Awarded \$46,391 Last year EIP allocated 0.5 position, but purchased 0.2 last year, proposed to purchase 0.1 Potential other ideas – Counselor’s space, PBIS Store for Teachers, Benches for Aquaponics Lab, CTAE materials and resources, PD for Staff, Resources and Materials for GA Pre-K, music, art, PE, CTAE, Teacher proposal for funds, purchase whole school staff trainer for CPR (on work day) – medical emergency drills 	Gowin and Lavoie
9:15 am	<p>Self-Assessment Survey Results</p> <p>80% said would recommend serving on SGC, 100% council said commitment to school’s strategic plan, monitor schools progress, and aligns Charter Dollar expenditures, 80% said council members set aside personal interest or bias, 100% open to public, 100% seek diverse viewpoints, 80% council members understand role of different positions, 80% effectively facilitate full work of council</p>	Gowin
9:20 am	<p>Discussion Item: Draft Next Meeting Agenda</p> <p>Susan looks at agenda from county, Adam will look over</p> <p>Next meeting 9/27</p> <p>Specials teachers submit what they think they will need for Pre-K</p> <p>Project Learning Garden updates</p>	New Chair and Gowin
9:25 am	<p>Action Item: Meeting Adjournment</p> <p>Adam, Beth, All</p>	New Chair

Meeting Norms

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

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.