AGENDA

Hamilton E. Holmes Elementary School Governance Council

Date | *time* 10/17/2024 | 7:30am | *Location* Principal's Conference Room

TEAMS Link:

SGC Members

Mr. Felipe Jackson, Principal | Ms. Racquel Plummer, School Employee | Mrs. Treneka Christian, Teacher | Ms. Ebone Parks, Teacher | Shiron Jelks, School Employee | Ms. Fabiola Martinez Garcia, Parent | Ms. Nohemi Gudino, School Employee | Ms. Celine Heflin, Parent | Mrs. Tamika Byrd-Green, Community Member | Dr. Chasity Adams, Community Member |

7:37AM Call to Order *(Chair) - Motion by Martinez, second by Mrs. Byrd.*

7:32AM Action Item: Approve Agenda *(Chair) Motion by Martinez, second by Mrs. Byrd*

7:35AM Action Item: Approve September Minutes *(Chair)*

Reviewed September minutes. Motion by Ms. Parks, second Martinez. All members in favor of vote.

7:45AM Discussion Item: Review SGC Website for Compliance** *(All Members)*

Reviewed all items added to site. Minutes and Agendas will be uploaded in a timely manner.

7:45AM Discussion Item: Debrief Fall Cross Council Meeting*** *(All Members)*\

Feedback from Mrs. Byrd.

7:52AM Discussion Item: Strategic Planning**** *(All Members)* ***See page 2 for more detailed information***

Reviewed by Principal Jackson.

7:55AM Action Item: Approve Strategic Plan *(Chair). The majority vote on the strategic plan was approved to be submitted.*

7:55AM Discussion Item: Charter Dollar Expenditure Proposals *(All Members)*

1. PBIS Proposal $7500
    a. $5000 – PBIS Store student incentives
    b. $2500 – behavior room furniture
2. Field Trips
    a. Buses

    2 Field Trips per grade level $10,560

Meeting Norms

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

1 Field Trip per grade level $5,280

3. Mentoring

Reviewed by Ms. Plummer. Using a Microsoft form for staff to submit charter dollar proposals.

8:20AM Action Item: Approve Charter Dollar Expenditure Proposals *(Chair)*

Motion was not approved for $7,500 towards PBIS and furniture. The council will revisit with the requestor and submit our proposal and suggestions.

Motion passed for 2 buses, 1 field trip per grade level. $5, 280

8:29AM Informational Item: Principal's Update *(Principal)*

8:30AM Discussion Item: Draft Next Meeting's Agenda *(All Members)*

8:30AM Action Item: Meeting Adjournment *(Chair)*

Motion by Christian. Second, Ms. Byrd.

Notes and Reminders

*** SY24-25 Council Initiatives:** Begin discussions to determine the focus of the council's upcoming work. Lean on your school's Semester Action Plan to ensure the work of the council is aligned with the goals and initiatives being targeted by the school leaders. Task the council with prioritizing 1 – 2 initiatives the SGC could lead or support throughout the year.

****SGC Website Audits**

Each school year, the Governance & Flexibility Team periodically performs website audits to ensure all School Governance Councils throughout the district are in compliance with Georgia Open Records and Meetings laws. These audits require councils to post information related, but not limited to the following:

- Date, Time, Place/Access Instructions for all Meetings
- Council Documentation (Minutes, Agendas, Summaries of Action)
- Council Roster, Term-End Dates, FCS E-mail Addresses
- Officer and Committee Information

The Governance & Flexibility Team will be completing website audits for all schools at the end of the month. For a list of SGC website requirements, please review the SGC Website Audit Form.

*****SGC Council Development Opportunities:**

Cross Council Opportunities
The Governance Team is excited to share with you that we will be hosting a series of Cross Council meetings meant to support SGCs with the task of aligning their work for the school year to the strategic goals and initiatives of their specific school as well as those of the district. These sessions will offer members the opportunity to work and hear from councils around the district and engage in discussions with the Governance & Flexibility Team. The meetings will take place in-person at the dates/times/locations below. We encourage all SGCs to select up to two members to attend one of the sessions and register to attend using the links below. Note, each session will cover similar content, so your team does not need to register for multiple sessions.

- Fall 2024 Cross Council Sign-Up

******Strategic Planning (October)**

As we embark on the second month of the 2024-2025 school year, we encourage your continued dedication to the development and implementation of your school's Strategic Action Plan. Your vital role in shaping the future of your school community cannot be overstated.

To ensure timely submission and alignment with district goals, please note the following critical dates and resources:

- **Strategic Action Plan Submission Deadline:** November 1, 2024
- **SGC Approval Requirement:** A majority vote of the SGC is necessary before plan submission.
- **Supporting Resources:** A wealth of tools and templates are available on the Charter System Resources website to assist in the planning process.

To ensure your school's Strategic Action Plan is effective, we recommend discussing the following at your October meeting:

- **Finalize Progress Monitoring Metrics and Timelines**: Determine how you will track progress towards your goals.
- **Vote to Approve the Strategic Action Plan**: Ensure your plan aligns with your school's vision and mission.
- **Submit the Strategic Action Plan to the Zone Superintendent**: Seek feedback and approval from district leadership.
- **Discuss SGC Involvement in Specific Initiatives**: Determine how your council can actively contribute to implementing your plan.

Your engagement in the strategic planning process is crucial to the success of your school. By working together, we can create a vibrant and supportive learning community for all students.