

## October Minutes

**School: Esther Jackson Elementary School**

**Date: 10/17/2024**

**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)**

*At 3:45, 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. Mr. Finley second the motion. All were in favor.*

### **3:50PM Action Item: Approve September Minutes (Jill Vitagliano)**

*Ms. Vitagliano asked for a motion to approve the minutes. Mr. Finley motioned to approve the minutes. Ms. Bivins second the motion. All were in favor.*

### **3:52PM Discussion Item: SY24-25 Council Initiatives\* (All Members)**

*Preferably we should focus on 1 to 2 initiatives. We need to check with the county about the parking lot being ADA compliant. We are not allowed to use the monies on personnel. The walking track is still high on our list for the initiative. Ms. Boyd is speaking to another principal who just had one installed at their school for ideas and cost information. Think of ways to promote what is great about our school: create a new video promoting our school and what we have to offer, create an Instagram account for our school (give access to grade level leads to help promote what is happening at our school. Ideas for keeping and bringing new families to EJ through a combined event with tours so that more people will come. For example, offering tours when we have the carnival.*

### **4:10PM Discussion Item: Strategic Planning\*\*\*\* (All Members)**

*Reviewed our strategic plan with the zone superintendent. Our plan is going to be used as an exemplar for other schools at the principal meeting.*

### **4:20PM Action Item: Approve Strategic Plan (Jill Vitagliano)**

*Ms. Vitagliano asked for a motion to approve our strategic plan. Ms. Hoschek motioned to approve the strategic plan. Ms. Bivins second the motion. All were in favor.*

### **4:25PM Discussion Item: Charter Dollar Expenditure Proposals (All Members)**

*Continue to think of more ideas. We will open it to the staff for more ideas.*

### **4:45PM Action Item: Approve Charter Dollar Expenditure Proposals (Jill Vitagliano)**

None at this time

**4:50PM Informational Item:** Principal's Update (Ms. Boyd)

Ms. Boyd will be out of school for 6 weeks (November 13 – January 6). Linewise, the app that Classwise is a part of will start and be monitored 24/7. Teachers will be retrained in Classwise to increase participation. Townhall meeting to discuss that all threats are taken seriously and investigated. The installation of the new security doors is almost complete. All staff will need to be rebadged. There will be a double buzz to get to the front office. Ideas to increase parent participation in the satisfaction survey include print out that you completed the survey for a possible raffle for 10 extra bingo cards for bingo night, make stickers for students to wear home reminding parents to complete the survey. The survey is open until November 22, 2024. The more participation in the survey the more reliable the data.

**5:25PM Discussion Item:** Draft Next Meeting's Agenda (All Members)

Next meeting is on November 21 at 3:45, Multicultural Night.

**5:30PM Action Item:** Meeting Adjournment (Jill Vitagliano)

Ms. Vitagliano asked for a motion to end the meeting. Ms. Bivins motioned to end the meeting. Ms. Sather second the motion. All were in favor.

**Meeting Norms:**

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**

\* **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.