

Windsor Forest Elementary School Council | MINUTES

Meeting date | time **12/11/2024 4:00 PM** | Meeting location **WFES Parent Center**

Attendees: (List Name)

Chairperson	Mr. Brahim Diop
Principal	Dr. Trikia Gilbert-Collins
Teachers	Mrs. Valencia Lee, Mrs. Jordan Holmes
Parents	Ms. Sheteka Robinson, Mrs. Bridget Lewis, Mr. Brahim Diop
Business/Community Partners	Mr. Kwanza Morgan, Pastor Drew Humpreys

Guest and others attending

AGENDA TOPICS

TOPIC	DISCUSSION and Summary*
Opening: Pledge Allegiance/Inspiration	Call to order at 4:03 p.m. Pledge led by WFES students
APPROVAL OF MINUTES:	
OLD BUSINESS:	
PRINCIPAL'S REPORT:	
OTHER REPORTS:	
NEW BUSINESS:	<p>What is the School Council? An educational entity intended to improve communication and participation of parents and community partners.</p> <p>What is the purpose of the School Council? School Improvement and Student Achievement</p> <p>Who are the members-parents, teachers, principal, community members (business partners) Parents are selected by other parents, teachers are selected by other teachers, other members are selected by the school council</p> <p>Democratic nomination process Parents make up most members (must always be more) At least 2 certified teachers Principal Community members</p>

Who is unable to serve?

An employee of a school cannot serve as a parent but can serve at a school where their children attend.

Term of Office: 2 years (can be re-elected)

Meetings-Public and others can attend (Guests only listen and cannot partake in meetings)

Meet a minimum of 4 times per year

Call meetings are allowed under certain circumstances.

School Council Minutes

Must be taken and sent out within 20 days.

President-must be parent

Transparency- public body and membership will be known

Duties of Officers

President-presides over meeting and prepares agenda

VP- assumes the duties in President's absence

Secretary- keeper of records

Duties of Council Members:

Maintain a Schoolwide perspective on issues

Regularly participate and attend school council meetings

Participate in information and training programs

Link between school council and community

Encourage participation from parents and other community members

Work to improve student achievement and performance

Duties of the Principal:

Set the time and place of first meeting and agenda

Communicate council requests

Submit school improvement and operational plans

Assist in the development of the agenda

Other duties consistent with the law

School Council plays the part of selecting a new school principal

What School Council is not:

A political forum

Does not run day to day operations

Does not have a role in personnel matters

Not a mini board of education

Not responsible for hiring, firing, or discipline of employees

Next Meeting:

Discuss iReady Data

School Council members do not get paid

	<p>Tentative Meeting Dates: February 12, 2025 March 12, 2025 April 9, 2025</p> <p>Officers: President: Mr. Diop Vice President: Mr. Morgan/Dr. Collins Secretary: Valencia Lee</p>		
<p>SPECIAL PRESENTATIONS:</p>			
<p>UPCOMING EVENTS:</p>	<p>iReady Diagnostic MOY (K-5) December 2-January 10 Amira Fluency MOY K-3 December 2-January 10 Winter Writing Night December 5 Winter Holiday December 23-January 6 (students return January 7) Kona Ice Day- January 9 PAW Party-January 10 Report Cards issued -January 10 Student Success Expo-January 11 100th Day of School- January 15 PTA Popcorn Sale- January 17 Holiday-January 20 Awards Day- January 22 Math Night-January 30</p>		
<p>Other:</p>	<p>Talked about the AttenDance and what the school is doing to increase student attendance.</p> <p>What is school Improvement and student Achievement– Goals that are set for the year that are based on iReady. All about the content mastery.</p> <p>Question asked about tutoring for students. Informed that tutorial will be starting in January for 3-5 students.</p> <p>Can volunteers come in to tutor lower grades for service hours? The key is to ensure tutors know what they are teaching. A follow-up will be done on this to see if could work. Reading Buddies and L.O.V.E. mentors do come into the building. This question will be asked to Dr. Collins supervisor to see if it could be done.</p>		
<p>NEXT MEETING DATE:</p>	<p>February 12, 2025</p>	<p>ADJOURNED:</p>	<p>4:48 p.m.</p>

*Attached additional information to any agenda item as necessary