

November Minutes

School: Esther Jackson Elementary School

Date: 11/21/2024

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. Bivins motioned to approve the agenda. Ms. Sather second the motion. All were in favor.

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

Ms. Vitagliano asked for a motion to approve the minutes from October. Ms. MacMillan motioned to approve the minutes. Ms. Bivins second the motion. All were in favor.

3:52PM Informational Item: Introductions (All members)

4:00PM Informational Item: Superintendent Advisory Council Update (*Zach Vaughan*)

Linewise implementation was discussed. Linewise is used to track keywords intended to prevent self-harm/harm to others. It has been helpful since it began. Discussions and feedback are taking place to create a policy for cellphones. School allotments are being discussed including elimination of media paraprofessionals and graduation coaches, while adding MTSS positions and decreasing the ratio of students to assistant principal/counselors in middle and high schools.

4:05PM Discussion Item: Strategic Planning** (*All Members*)

A. Review Feedback

Approved and used as an exemplar for other schools. Monitor Discipline Dashboard reports when monitoring progress of PBIS, safety and operational efficiency. Ms. Seoane and Mr. McCarthy are looking closer at the data provided by the Discipline Dashboard.

B. Monitor Progress

IReady data from December 4th, 5th, 10th, and 11th will provide feedback on enhancing performance of all students for Milestones Proficiency in ELA. Imagine Learning and Skill Gap Groups are being monitored for ESOL proficiency in reading. Numbers of minors, majors, and Discipline Dashboard reports help us to monitor progress in safety and operational efficiency.

Teacher perception survey, mid-year reflection and intent will help monitor employee satisfaction. We went from 19 parents to 56 parents that have completed the perception survey.

4:25PM Informational Item: Principal's Update (Ms. Stafford)

Ms. Boyd's surgery was a success, and she anticipates that she will return in January. Mr. Forti has jumped right in as interim principal. We have one long-term sub position filled (IRR) by Mr. Angelos. Jingle Jam will take place on December 4th from 5:30-7:00. All community, staff, parents, and students are welcome. Holcomb Bridge Middle School and Centennial High School have been invited to perform. There will be dinner, free coats, free toys, and a raffle for a teacher basket (must be present to win). 5th grade field trip to GA Aquarium March 4th and 5th. Approximately \$100.00 per student. Parent information meeting in person and via TEAMS on December 17th. Monies for the trip will be due on February 4th. Eight staff members to attend. Company came out to look at playground for quote to install a track. We should have the quote after the break. Will be out of asphalt and flush with ground would not be done until summer and would need to be sealed a year later.

4:45PM Discussion Item: Charter Dollar Expenditure Proposals (All Members)

Lighting for carpool area and back playground were discussed. We need to find out if the district would pay for this or if we could use charter dollars for it. Also, we are still waiting for a quote for the cost of the track to be installed. We would like to look into grant possibilities to help with the cost of the track. Another idea for charter dollar expenditures is for the 5th grade field trip for families who cannot afford the cost.

5:15PM Action Item: Approve Charter Dollar Expenditure Proposals (if needed) (Jill Vitagliano)

Ms. Vitagliano asked for a motion to fund \$1,000.00 dollars for the 5th grade field trip. Ms. MacMillan motioned to approve \$1,000.00 for the 5th grade field trip. Ms. Sather second the motion. All were in favor. If in January there are still families in need of funds to participate in the field trip, we can motion to add monies in January.

5:20PM Discussion Item: Schedule committee meeting for Outreach Committee (All Members)

Committee meeting scheduled for January 16th at 3:00 to 3:45 before meeting for SGC.

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

Ms. Hoschek volunteered to be temporary parliamentarian for the months of January and February while Ms. MacMillan is leave. Next meeting is January 16th at 3:45 in conference room.

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. Hoschek 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

***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 completed website audits for all schools last month. For a list of SGC website requirements, please review the SGC [Website Audit Form](#).

****Strategic Planning (November)**

Thank you for your dedication and hard work in completing your inaugural School Strategic Action Plans. As a friendly reminder, all Strategic Action Plans must be approved by a majority council vote and submitted by November 1, 2024.

Once submitted, please anticipate the following timeline:

- **November:** Zone Superintendents will review and provide feedback on the School Strategic Action Plans. Notifications regarding feedback or approval will be sent directly to principals, who will then share them with council members.
- **Ongoing:** Councils should develop a plan to share their Strategic Action Plans with the school community and communicate the school's goals and progress.
- **Initial Monitoring:** Councils should identify one or two key actions or tasks to prioritize for direct engagement throughout the school year. Additionally, please be prepared to provide initial progress updates on these selected areas.

We appreciate your continued commitment to the success of your school.

*****Charter Dollars**

This year, schools have received **\$46,391 in Charter Dollars** to help meet their strategic goals through local innovative solutions. These funds should be used for non-personnel purchases such as supplies, registrations, communications, etc. When purchasing personnel, schools are advised to use other funding sources allowable for positions. If Charter Dollars are requested for personnel, the expenditure will require approval from the Zone Superintendent, SGC, and Executive Director of Governance and Strategy. Additionally, any materials purchased to support literacy instruction must align with [GaDOE literacy requirements](#).

Each Charter Dollar expenditure requires an SGC vote for approval, the completion of the [Charter Dollar Expenditure Form](#), and is subject to the same district guidelines that govern school cost center budgets. All Charter Dollars must be spent in the year they are received to support our current student population. We encourage SGCs to schedule discussions early in the year to plan for these expenditures, ensuring all purchases are made before end-of-year spending deadlines. See our [Charter Dollar Matrix](#) for examples of FCS-supported expenditures.