

August 2025 Minutes

School: Heards Ferry Elementary School

Date: 08/26/2025

Time: 7:45 AM

Location: Principal's Conference Room

SGC Members:

Present	Absent
Nathan Madigan (Parent),	Steve Isbell (Community Member)
Lori Dunagan (Appointed Staff),	Selena Bauman (Community Member)
Laney Chambless (Teacher)	
Stephen Saussy (elected parent)	
Alexis Frank (Teacher)	
Leila Sadri (Teacher)	
Karen Cooke (Principal)	
Meredith Camp (Parent)	

7:50 AM Call to Order (Cooke) Cooke welcomed the group.

7:51 AM Action Item: Approve Agenda (Cooke) Camp made motion to approve agenda. Madigan seconded. Unanimously approved

7:52 AM Action Item: Approve Previous Minutes (Cooke) Madigan made motion to approve May minutes with the change to the title from May Agenda to May Minutes; Saussy seconded; unanimously approved

7:53 AM Discussion Item: Member Introductions (All Members)

7:54 AM Action Item: Approve nominated Community Member (Cooke) Chambless made motion to nominate Steven Isbell as community member; Madigan seconded ;unanimously approved

7:56 AM Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian) (Cooke)

Camp nominated Madigan for Chair Dunagan seconded; unanimously approved.

Camp nominated Chambless for vice chair , Madigan seconded; unanimously approved.

Dunagan nominated Frank for parliamentarian; Saussy seconded ; unanimously approved

8:00 AM Action Item: Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection) (Chair)

Budget and Finance Committee: Madigan, Cooke, Camp, Frank, Saussy, Bauman

Outreach and Communication: Madigan, Dunagan, Chambless, Sadri, Isbell

Principal Selection: Madigan, Camp, Chambless, Saussy

8:05 AM Discussion Item: Confirm Parent/Community, Superintendent Advisory Council Representative (All Members)

Camp explained what the Parent/Community Superintendent Advisory Council entails. Madigan nominated Isbell, Dunagan seconded; unanimously approved.

8:15 AM Discussion Item: Determine Meeting Schedule for SY25-26 (All Members)

Proposed dates 9/16, 10/28, 12/16, 1/27, 2/24, 3/31, 4/28, 5/19 @7:45

8:25 AM Discussion Item: Strategic Planning (Cooke) **See page 3 for more detailed information**

Ms. Cooke discussed last year's strategic plan goals and performance target and shared that this year's plan will look similar.

8:30 AM Informational Item: Principal's Update (Cooke)

- A. Potential School Staffing Changes
 - a. Earned a 3rd grade teacher (not sure start date)
 - b. Lost a SNPK class, earned a 2nd SNK class (not sure of start date)
- B. Shifts in District Policy or School Practices
 - a. Cell phone policy
 - b. Device protection coming for parents
- C. Calendar of Upcoming School Events
 - a. Curriculum Night 8/27/25
- D. Training Requirements for all Members
 - a. Looks different on Canvas. Don't forget to complete

9:07 AM Informational Item: Eagle Alliance Update (Ackel & Casey)

Ackel and Casey shared what the EA has been up to since school started.

9:15 AM Action Item: Meeting Adjournment (Chair) *Camp made motion; Saussy seconded; unanimously approved.*

Meeting Norms: Silence 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.

Strategic Planning (August)

As we embark on a new academic year, we are committed to empowering your council to play a pivotal role in shaping our school's future through strategic planning. To ensure your success, we will provide regular updates, resources, and support.

We understand the importance of initial organizational tasks for your council. However, we recommend you dedicate a portion of your first meeting to initiating discussions about your school's Strategic Action Plan as they will be due for submission on September 30th.

Building upon the groundwork laid by our school leadership, we recommend focusing your August meeting on the following:

- **Clarifying** the principal's vision and goals for the upcoming year.
- **Identifying** key lessons learned from the previous school year.
- **Understanding** the expectations outlined by your school's zone leader.
- **Brainstorming** specific ways your council can contribute to the development and implementation of the Strategic Action Plan.

Your insights and contributions are essential to creating an exceptional learning environment for our students. We look forward to a collaborative and productive year.

SGC Council Development Opportunities:

Reminder that all members must complete SGC Essential Training via Canvas and council officers are encouraged to attend in person Officer Training. See the Training Sessions tab of the Charter System website for more information.

Upcoming Trainings

- Level 1 Trainings (Onboarding, Officer, Committee Trainings) – Offered Via Canvas, Required for ALL SGC members, Including All Principals: Must be completed by the end of August
- Optional Level 2 Trainings (VAF, Budget, Strategic Planning Trainings)- Offered Via Canvas
- In Person Officer Training in the Fall

SGC Requirement Reminders

- Background Checks for Parents/Community Members: Must be completed by the end of September
- FCS Email Addresses for ALL Members
- SGC Website Up to Date and In Compliance