



SGC MEETING MINUTES

Mountain Park Elementary School Governance Council

Date | time August 29, 2025 | 8:00 AM Location TEAMS

SGC Members

- Ayo Richardson, Principal-present
- Tarnisha Ruben, Appointed School Employee
- Sarah Linn, Teacher-present
- Sarah Dunn, teacher rep-present
- Kristen Reittenbach, Curriculum Support Teacher-present
- Robert Slater, Community Member-present
- Ken Kurilec, Community Member-present
- Kelly Henderson, Parent-present
- Caulie Hamling, Parent-present
- Ashley Macken, Parent-present

Agenda Items

Time	Item	Owner
8:00	Action Item: Call to Order	Ayo Richardson
8:00	Action Item: Approve 8/29 Agenda	Ayo Richardson
8:01	Action Item: Approve 5/30 Minutes	Ayo Richardson
8:02	Action Item: Approve nominated community member	Ayo Richardson
8:04	Discussion Item: Member Introductions	All members
8:12	Discussion Item: Board Member Introduction	Sara Gillespie
8:22	Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian)	All members
8:26	Action Item: Staff Standing Committees	All members
8:30	Action Item: Approve SGC Budget \$10,000 Books for Vending Machine \$10,000 PBIS Store \$5,000 Teacher Grants \$5,000 PBIS and Safety Signage	All Members
	Discussion Item: 2025-2026 Meeting Schedule	All members
	Discussion Item: Strategic Planning	Ayo Richardson
	Informational Item: Principal's Updates <ul style="list-style-type: none">a. Potential Staffing Changesb. Calendar of Upcoming School Eventsc. Training Requirementsd. Cross Council Meeting Datesaa	Ayo Richardson

	Discussion Item: Draft Next Meeting's Agenda	All Members
8:30	Meeting Adjournment	Ayo Richardson

Meeting Minutes

Guest: Sara Gillespie

Action Item: Call to Order 8:02

SGC meeting called to order by Macken

Action Item: Approve 8/29 Agenda 8:05

School Governance Analyst Gina Foster joined via TEAMS and made movement to add "elect parent advisory council" to the agenda

Linn motioned, Macken seconded , all in favor and agenda was approved at 8:05

Action Item: Approve 5/30 Minutes 8:06

Linn motioned to approve, Macken seconded and all were in favor. Minutes approved at 8:06

Action Item: Approve nominated Community Member 8:07

Ken Kurilec is the nominated community member. He is the owner of Concord Fire, a soccer club. He has two students, one in 1st and another in 3rd. Concord Fire and MPE have a partnership to resod and resurface field. Work will start on Thursday. Soccer teams may occasionally use fields for practice. Kurilec has many contacts in community and very involved.

Reittenbach motioned to approve Kurilec as community member, Hamling seconded , all were in favor and it was approved at 8:07.

Discussion Item: Member Introductions 8:09

All SGC members introduced themselves and shared experience and roles at MPE.

Discussion: Board Member Introduction 8:17

Sara Gillespie also introduced herself and shared what her goals are as the school board representative, and described topics for at her upcoming meetings.

Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian) 8:25

Ms. Foster described the three roles that are imperative for SGC: Chair, Vice Chair, and Parliamentarian.

CHAIR: Hamling nominated Macken for SGC Chair and she accepted. Henderson motioned to approve, Reittenbach seconded, and all were favor of Macken as Chair at 8:22.

VICE CHAIR: Macken nominated Hamling for Vice Chair and Hamling accepted. Reittenbach motioned to approve, Henderson seconded and all were in favor of Hamling as Vice Chair at 8:24

PARLIAMENTARIAN: Linn nominated herself for Parliamentarian, Hamling motioned to approve, and Reittenbach seconded. All were in favor and Linn was approved as Parliamentarian at 8:25.

Action Item: Staff Standing Committees

There are three standing committees in the SGC. Ms. Foster described them all, then asked each member which committee they would like to serve on.

Principal Selection Committee-Ashley Macken, Sarah Linn, Sarah Dunn, Kelly Henderson

Budget and Finance Committee-Hamling, Linn, Dunn, Ruben, Macken, Kurilec (Shannon Anderson also works with this committee)

Communication and Outreach Committee-Henderson, Macken, Reittenbach, Slater (PTA Presidents also work with this committee)

Representative for Dr. Looney's advisory council: Kelly Henderson will be our representative

Action Item: Approve SGC Budget 8:44

Last year, SGC had a budget of 45K. This year, it is reduced to 30k. It was proposed that the 30K be split as follows:

\$10,000-books in vending machines

\$10,000 PBIS store

\$5,000 teacher grants

\$5,000 PBIS and safety signage

After some discussion about the tight budget and lack of funds, a suggestion was made that the council only uses \$5,000 for the PBIS store, and put the other 5k in reserves. Suggestions for the PBIS store were to reach out to community members and parents for donations (monetary donations, or item donations, or creating an Amazon wish lists for the store)

Motion to approve the SGC budget was made by Macken, seconded by Dunn, all were in favor and SGC budget was approved at 8:44

Approved SGC Budget: \$10,000 books in vending machines; \$5,000 PBIS store; \$5,000 teacher grants; \$5,000 PBIS and safety signage

Discussion Item: 2025-2026 Meeting Schedule 8:48

- 8/29/25
- 9/26/25
- 11/21/25
- 1/30/26
- 2/20/26
- 3/27/26
- 5/15/26

***Added 9/26 and eliminated 10/31

Discussion Item: Strategic Planning 8:50

Richardson reviewed the strategic plan goals for last year and how we did. We are in the process of working on goals for this year. The long term goal is 80% and that is set by district.

Informational Item: Principal's Updates 8:55

- a. Potential Staffing Changes-lost a third grade teacher due to lower enrollment
- b. Calendar of Upcoming School Events-literacy night on Sept 16th; spirit night on Sept 23 at Mellow Mushroom; Oct 9 first PTA meeting with 1st grade performing
- c. Training Requirements-all members must finish training thru canvas
- d. Cross Council Meeting Dates-Oct 3rd at north learning center; 9/29 at south learning center
-Reittenbach will attend

Discussion Item: Draft Next Meeting's Agenda 8:58

Vote to approve strategic plan

Perception survey data

Parent and student surveys/data also

Council self assessment

Meeting Adjournment 9:08

Reittenbach motioned to adjourn meeting, Macken seconded, and meeting was finished at 9:08