September Meeting Minutes

School: Briar Hills Elementary School

Date: 09/29/2025

Time: 3:00 PM

Location: Microsoft Teams

TEAMS Link: https://tinyurl.com/33pakj2r

SGC Members:

Brandi Nichols, Ed. S (Principal), Eboné Smiley (Parent - Chair), Patricia MacNintch (Teacher), Sydney Kilgore (Teacher), India Cohen (Parent), Teairah Porter (Appointed Staff -Vice-Chair), Katrina Dawson (Parent), Taléjah Green (Appointed Staff - Parliamentarian), Tanazia Hardison (Community Member), Gwendoyln Izell (Community Member)

3:08 PM Call to Order *(Chair)*

3:08 PM Action Item: Approve Agenda *(Chair)*

Motion: Ms. Porter
2nd: Kilgore

3:09 PM Action Item: Approve Previous Month's Minutes *(Chair)*

Motion: Ms. Porter
2nd: Ms. MacNintch

3:10 PM Action Item: Finalize Council Staffing *(Chair)*

The council is fully staffed.

3:10 PM Discussion Item: SGC Council Development Opportunities (In Person Officer Training and Cross Council) *(All Members)*

- **Ms. Smiley will attend 1 on 1 officer training with Ms. Gina Foster**
  - **Ms. Smiley will include Ms. Porter in the correspondence with Ms. Foster about 1 on 1 officer training.**
- **Ms. Smiley & Ms. Cohen will attend cross council on 10/3 at North Learning Center**

3:17 PM Discussion Item: Determine SY24-25 Council Norms *(All Members)*

1. **Start and end on time**
2. **Prioritizing student needs**
3. **Maintain Professionalism**
4. **Strive for Continuous Improvement**

Motion: Ms. Kilgore
2nd: Ms. Cohen

3:29 PM Discussion Item: Review SGC Website for Compliance *(All Members)*

Updates needed:

Change Ms. Smiley's name from Eboni to Eboné
Change Ms. Porter's name from Teairiah to Teairah
Change Ms. Green's name from Talejah to Taléjah
Remove Shellord Pinkett and add Ms. Gwendolyn Izell as community member

3:34 PM Discussion Item: Review 2024 Council Self-Assessment and Create Initiatives*** *(All Members)*

- **Briar Hills is a new school and does not currently have a 2024 Council Self-Assessment to review.**
- **A possible initiative presented by Ms. Nichols focuses on climate and culture as two schools merged to create Briar Hills and research shows it takes multiple years to build an inclusive school culture.**

3:34 PM Action Item: Approve Strategic Plan

Principal Nichols presented the Strategic Plan to the Council. The plan focuses on increasing the number of students reading at or above grade level, remedial/EIP proficiency reading, reducing number of office referrals, increasing employee satisfaction, using all charter dollars, and improving student attendance.

Motion to approve: Ms. Porter
2nd: Ms. Kilgore

3:43 PM Informational Item: Principal's Update *(Principal)*

- **Hispanic Heritage Month program Thursday, October 2, 2025**
- **We are working on merging two school climates together and building the Buffalo Way.**
- **Briar Hills is fully staffed except for 1 special needs pre-k teacher**
- **FTE day is Tuesday, October 7, 2025. This determines the amount of funding the school receives as well as EIP teacher allotment.**

3:47 PM Discussion Item: Charter Dollar Expenditure Proposals *(All Members)*

- **Field trip buses: $6,300**
  - **2 buses per grade level, $450 per bus**
  - **SGC will cover buses for 1 field trip per grade level, Briar Hills will cover buses for 1 field trip per grade level.**
- **TAG trips to Rock Eagle and Tybee Island: $2,610**
  - **$2610 is ½ the amount needed for the trips; parents will be responsible for contributing the other ½.**
  - **Trips take place in March**
  - **Funds will cover 2 staff chaperones**
  - **These are overnight trips**
- **5th Grade Activities EOY: $5,200**
  - **Funds will cover activities such as 5th grade week and promotion.**
  - **$5200 is ½ of the estimated $150 per student. The remaining funds will be paid through fundraising efforts and parent contributions.**
- **Classroom rugs for EIP classrooms: $2,000**

    - **Primary grade classrooms came equipped with large rugs. Not all upper grade rooms have rugs.**
    - **The rug vender is Lakeshore.**
- **PBIS Store: $1,000**
    - **Preliminary amount to start purchasing items for the PBIS store.**

4:20 PM Action Item: Charter Dollar Expenditures (Chair)

Motion to approve: Ms. MacNintch
2nd: Ms. Porter

4:20 PM Discussion Item: Draft Next Meeting's Agenda *(All Members)*

Motion: Ms. Porter
2nd: Ms. Izell

4:26 PM Action Item: Meeting Adjournment *(Chair)*