



SUMMARY OF ACTIONS

Birmingham Falls Governance Council

Date | Time 7:15 AM | | Location Conference Room

SGC Member Attendance:

Don Webb, Principal	X	Natasha Sanford, Staff (Parliamentarian)	X
Jenny Hillman, Chair	X	Ryan Hotaling, Staff	X
Laura Kendall, Vice Chair	X	Jennifer Whitmer, Staff	X
Will Hunter, Parent	X	Laura Van de Sype, Parent	
AJ Calloway, Parent	X	Kara Eldridge, Parent	X

Guest Attendance: Melissa Morris, PTO President

Action Items:

Motion	Time	By Whom	Second By	Voting Results
Meeting called to order	7:17 AM	Jenny Whitmer	Laura Kendall	
Motion to approve December agenda	7:18 AM	Laura Kendall	Will Hunter	Unanimous
Motion to approve October meeting minutes	7:18 AM	Jenny Whitmer	Will Hunter	Unanimous
Motion to approve Next meeting: February 6 th at 7:15 AM	7:50 AM	Jenny Whitmer	Will Hunter	Unanimous
Meeting adjourned at	7:50 AM			

Informational and Discussion Items:

1. Informational Item: Webb's Words

- After the 10 day count we were given an AU position. This allowed Mrs. Leigh Schmauffel to move to AU.
- Mr. Vincent Puccetti...AU Paraprofessional, he was previously at Northwestern Middle School as an AU paraprofessional.
- Mrs. Audrey McMurry...2nd Grade Co-Taught Teacher (She took Mrs. DeSimone's position).
- Mrs. Leigh Schmauffel ...2nd Grade AU Teacher (Moved from 4th grade team taught to this AU position.)

- Mrs. Angela Tezeno...4th Grade Co-Taught Teacher
- **Summit Hill Elementary (SGC)** – They have 2-3 pager (Linked document) that captures all the things SGC they have completed. There is even a part where a public comment can be made. Mr. Webb will send an email to our SGC members to see if this is something we are interested in adding to our SGC webpage.
- Mr. Webb – Sent an email out regarding SNAP and people wanted to contribute. The emails of people interested in donating were saved, and we are waiting to see if there is anyone who needs support.
- **Monday, December 1 Leadership Meeting** – Extra information is being sent by specials teachers, and admin to add to classroom teachers' emails. Mr. Webb is trying to take some of this off teacher's plate and shorten the length of newsletters. We are looking to tighten up newsletters.
- **Increased Police Presence at BFES** – Welcome Milton Officer Dennis Pishock. He will split time for now between a few schools. At some point he will cover our school and Crabapple Crossing. He served our Thanksgiving Feast. He has an office here if he needs it. He is on duty while he is here, however, if he is pulled away for a call/emergency he would need to leave.

2. Informational Item: PTO Update

- Clothing Drive - \$5800 contribution from BFES helped 522 families.
- Holiday Helpers
- Staff Lunch – December 12
- Treat/supplies replenish Trolley
- Gift Wrapping Dec. 15 and Dec. 16 (15 gifts per staff member)
- Storybook Forest – Starts the week of December 8
- Supporting PBIS – Melissa Morris dressed up as Bobbie and made classroom deliveries.
- SPOTY and TOTY – Names need to be in by February. Tiara and others will work on this
- Financially as a PTO we are ok to support STEM but not enough to leave a reserve.
- PTO will support the moving on 5th grade ceremony.
- Kindergarten Round-up – March 6th – *A Signing Day* – Melissa Morris is working with Beth Nation on this.
- School Calendar posted on FCS – Fall Break is September 21st – 25 for students. Teachers September 21-23.
- School Starts August 3, 2026

3. Discussion Item:

- Semester 2 – Approve Budget at SGC, we will get our projected allocation for staff positions. We will also have COSA again and this could add more students to our school. January 9, 2026 - COSA application window closes.
- Flex position – Added teacher position - We will still have this next school year at this point.

4. Discussion Item: Create February Meeting Agenda

- Next Meeting: Friday, February 6th at 7:15 am