

Woodland Elementary School Governance Council

Minutes

Date: October 28, 2025

Time: 7:30 am

Location: Microsoft Teams

Meeting Link:

Members Present: Shavanda Toomer (Principal), Tara Uremovich (Assistant Principal), Iyanna Fouce (Vicechair / Teacher), Anna Hill (Parliamentarian / Teacher), Ciara Royal (Staff), Chris Cornell (Parent), Kelly Chartash (Parent), Nora Robb (Parent), Meridith Voshell (Community Member)

Members Absent: Nathalie Mateo (Community Member)

Time	Agenda Item	Person in Charge
7:33	Call to Order	Chair
7:33	Action Item • Approve September Minutes ○ Motion: Iyanna Fouce ○ Second: Shavanda Toomer ○ All in Favor: Approved • Approve October Agenda ○ Motion: Shavanda Toomer ○ Second: Chris Cornell ○ All in Favor: Approved	Chair
7:37	Discussion Item • FY26 Council Initiative ○ Focus on Parent and Community Engagement ▪ Room Parents have been a big hit with teachers and parents ▪ How can we utilize our social media to showcase all the fun things Woodland does every day between staff and students?	Chair
7:44	Discussion Item • Review Woodland SGC Website for Compliance ○ Change SGC Officers to Council Members ○ Need to add minutes from 2024 – 2025 ▪ We do not have the May minutes	Chair

	○ Fix September Summary of Action ▪ Currently, the link takes you to the September minutes	
7:54	Discussion Item • Cross Council Debrief ○ Target Metrics of the County ▪ 95% Graduation Rate ▪ 80% Reading Proficiency ○ Charter Budget ▪ Each School Receives \$30,000 ○ Charter System Renewal ▪ Happens every five years ▪ Will extend the charter system until 2031 ▪ County provides evidence of what the charter system has done and will continue to do ○ School Marketing ▪ Come Up with Marketing Plan for WES ▪ Design print – possible future activity for council ▪ Partnerships with schools ○ Parent Safety Summit ▪ January 24, 2026, at the Georgia Tech Conference Center and Hotel • Next Steps ○ Generate list of PTO partnerships (Nora Robb) ○ Generate list of WES partnerships (Shavanda Toomer) ○ Create guidelines for partnerships (Anna Hill and Iyanna Fuce ▪ List of possible future partnerships ▪ What projects / resources we need (money, time, etc.)	Vice chair and Parliamentarian
8:08	Discussion Item • Determine Committee Chairs ○ Principal Selection ○ Budget & Finance ○ Outreach & Communication	Chair
8:08	Action Item • Approve Committee Chairs ○ Principal Selection: Anna Hill (Parliamentarian) ▪ Motion: Iyanna Fouce	

	▪ Second: Nora Robb ▪ All in Favor: Approved ○ Budget & Finance: Chris Cornell ▪ Motion: Ciara Royal ▪ Second: Iyanna Fouce ▪ All in Favor: Approved ○ Outreach & Communication: Kelly Chartash ▪ Motion: Iyanna Fouce ▪ Second: Ciara Royal ▪ All in Favor: Approved	
8:15	Discussion Item • Public Comment Form ○ Form has been created and uploaded to the SGC website for comment and includes meeting invites • Next Steps ○ Add public comment form to the weekly newsletter sent by Ms. Jones ○ Send a reminder email 2 weeks and 1 week before the SGC meeting each month	Council
8:17	Discussion Item • SGC Charter Dollar Expenditures ○ Charter Dollar Expenditures Proposals – review and decide if we need to adjust any amounts ▪ \$8,100 – Field Trip Buses ▪ \$6,000 – Field Day Shirts for staff and students ▪ \$1,000 – School Store restock ▪ \$3,000 – Staff and student attendance initiatives ▪ \$3,000 – STEM materials restock ○ Approve items we need right away ○ Decrease amount needed for Attendance Incentives by \$1,000 ○ Council will move forward with approval of field day shirts once we get a better idea of parent circumstances (purchase/sponsor their own or council purchases)	Council
8:25	Action Item • Approve SGC Charter Dollar Expenditure Proposals ○ \$8,100 – Field Trip Buses ▪ Motion: Anna Hill ▪ Second: Iyanna Fouce	Council

	▪ All in Favor: Approved ○ \$1,000 – School Store restock ▪ Motion: Iyanna Fouce ▪ Second: Ciara Royal ▪ All in Favor: Approved ○ \$2,000 – Staff and student attendance initiatives ▪ Motion: Anna Hill ▪ Second: Shavanda Toomer ▪ All in Favor: Approved ○ \$3,000 – STEM materials restock ▪ Motion: Iyanna Fouce ▪ Second: Anna Hill ▪ All in Favor: Approved • Next Steps ○ Survey for Field Day Shirts (Coaches) ○ PTO Parent Sponsors for 25-26 school year	
8:43	Informational Item • Principal’s Update ○ Very positive zone 4 walk October 22nd ○ November the new CCRPI score will be released (good things are coming) ○ Enrollment is still in a downward trend across the district ○ County will look at the 26-27 budget in November ○ November 4 – Election Day is a Teacher Workday ○ November 22 – STEM Night	Principal
8:45	Discussion Item • Draft November Agenda ○ Add Superintendent Advisory Council Update ○ Add November Announcement of State CCRPI release ○ Add strategic planning update (all members) ▪ Monitor Progress ○ Add PTO & SGC Partnerships / Sponsorships (all members) ○ Add additional charter dollar expenditures	Council
8:47	Action Item • Adjourn Meeting ○ Motion: Anna Hill ○ Second: Iyanna Fouce ○ All in Favor: Approved	

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 meetin