August SGC Agenda
Northwestern Middle School
August 7, 2025 | 7:45AM | Front Office Conference Room

2026-2027 School Governance Council Members:

Staff
Haaris Quaishy (Principal), Trinita Marshall (Elected), Jeff Montgomery (Appointed), Mary Alison Qualman (Elected), Dr. Latoya Tolefree (Appointed)

Parents
Melissa Morris (Elected) Victoria Tucker (Community Member), Steve Vo (Elected), Jodie Warlick (Elected), Community Member TBA

7:45AM Call to Order *(Principal)*

7:47AM Action Item: Approve Agenda *(Principal)*
Steve V. motioned to approve, Mary Alison Q. seconded, all in favor

7:50AM Action Item: Approve Previous Minutes *(Principal)*
Mary Alison Q. motioned to approve, Trinita seconded, all in favor

7:54AM Discussion Item: Member Introductions *(All Members)*

7:59AM Action Item: Approve nominated Community Member *(Principal)*
Motion to approve nominated committee member – Tiffani Kenseler
Victoria T. motioned to approve, Mary Alison Q. seconded, all in favor

8:01AM Action Item: Elect New Officers (Chair, Vice Chair, Parliamentarian) *(Principal)*
New officers for 2026-2027 year:
Chair: Melissa Morris
Vice Chair: Victoria Tucker
Parliamentarian: Jodie Warlick

Tinita M. motioned to approve, Latoya T. seconded, all in favor

8:09AM Action Item: Action Items: Staff Standing Committees (Budget and Finance, Outreach and Communication, Principal Selection) *(Principal)*

Budget & Finance Committee	**Outreach & Communications Committee**	**Principal Selection Committee**
Latoya Tolfree	Jodie Warlick	Melissa Morris
Victoria Tucker	Steve Vo	Jeff Montgomery
Tinita Marshall	Mary Alison Quailman	Mary Alison Quailman
Tiffani Kenseler	Melissa Morris	Jodie Warlick
	Jeff Montgomery	

Melissa M. motioned to approve, Tiffani K. seconded, all in favor

8:17AM Discussion Item: Confirm Parent/Community Superintendent Advisory Council Representative *(Principal)*
This committee meets with Dr. Looney approx.. 1x per month to discuss items related to parents & community.
Victoria Tucker will be the representative for Northwestern MS.

8:20AM Discussion Item: Determine Meeting Schedule for SY26-27 *(All Members)*

Meeting 6x per year – the below dates and times are the schedule for the 2026-2027 school year for Northwestern SGC

Friday, August 7 @ 7:45am
Friday, September 11 @ 7:45am
Friday, October 2 @ 7:45am
Friday, November 6 @ 7:45am
Friday, January 8 @ 7:45am
Friday, March 5 @ 7:45am
Friday, April 16 @ 7:45am (TBD based on needing to approve strategic plan for upcoming year)

8:25AM Discussion Item: Strategic Planning Updates *(All Members)*

The strategic plan will stay mainly consistent with prior years. Plan to focus on closing the gaps respectfully to math progress and overall scores in math with at risk students. Additionally, continue to reduce referrals year over year.

8:30AM Informational Items: Principal's Update *(Principal)*

A. Potential School Staffing Changes - 10 day count update

Forecasted 1105 for school year and currently at 1123 students. SPED Seat count forecasted at 32 but currently at 22. However piloting a SPED program (from MIMO to small group interrelated immersive setting) – only 1 of 2 schools with this pilot in Fulton County. With respect to lower numbers in SPED – do not expect any changes in NMS staff due to being in pilot program.

B. Shifts in District Policy or School Practices

C. Calendar of Upcoming School Events

Discovery Days calendar has been set – October 9, December 11, February 12 and March 12. There will be an altered bell schedule these days. Additionally, Outreach days with CHS, Innovation Academy and MHS will be held 2-4x per month but no schedule has been set yet.

D. School Safety & Security

Card readers are being installed on each of the 6/7/8 hallway doors for staff use. Training almost complete for navigating doors though computers.

E. Training Requirements

- NEW members must complete onboarding training through Canvas.
- Officers encouraged to attend in-person training.
- See the Training Sessions tab of the Charter System website for more information.

8:35AM Discussion Item: Potential Use of Charter Dollars & School Needs - $30,000 available *(All Members)*

Principal Q laid out the plan for use of the $30K Charter Dollars – see below for breakdown.

$15,000 – PD for teachers (gift of time) – idea is for them to take PLC together.
$5,000 – MTSS response to intervention HR (2 per grade level) – with respect to math & reading planning
$4,241 – SmartPass web based item for additional use
$1,866 – headphones for World Language Department
$3,893 – PD for SPED teachers (gift of time)

8:40AM Discussion Item: Draft Next Meeting's Agenda *(All Members)*

Draft of next month's agenda has already been shared by Katie K. (sent via email)

8:45AM Action Item: Meeting Adjournment *(Principal)*

Mary Alison Q. motioned to adjourn, Latoya T. seconded, all in favor.

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.

SGC Council Development Opportunities:

Reminder that all new 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.