Woodland Elementary School Governance Council

Minutes

Date: 9/29/26

Time: 7:30-8:30 AM

Location: Microsoft Teams

Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjFmNDk2MGUtYWUxNC00OGE4LWI2NjgtMjkzM2M3NGU3Njcx%40thread.v2/0?context=%7b%22Tid%22%3a%220cdcb198-8169-4b70-ba9f-da7e3ba700c2%22%2c%22Oid%22%3a%22f8b7bbf7-00f9-4692-916e-890da9a81df6%22%7d

Members: Principal; Marcquez Haley, Teacher; Iyanna Fouce, Teacher; Jessica Iovanella, Parent; Kelly Chartash, Parent; Holly Duncan, Parent; Nora Robb, Community Member; Meridith Voshell, Community Representative; Asia Cobb, School Employee; Caitlin Sabers

Members Absent:

Time	Agenda Item	Person in Charge
7:33	Call to Order	Chair
7:39	Action Item: Approve Agenda	Chair
7:40	Action Item: Approve August Minutes	Chair
7:42	Action Item: Approve August 26th minutes	Chair
7:43	Action Item: Finalize Council Staffing • Select committee chairs • Assign members not already on a committee	Chair
7:47	Discussion Item: SGC Council Development Redelivery • Officer Training	Chair, Vice Chair, Parliamentarian
7:48	Discussion Item: Review SGC Website for compliance with rubric	All Members
7:56	Discussion Item: Review 2026 Council Self- Assessment and create initiatives • Make stakeholder access easier to get SGC information.	All Members

	• Posting updates about SGC on social media platforms. • Bulletin Board (Volunteer Friday helpers) • Newsletter • Header of SGC website	
8:15	Discussion Item: Strategic Planning Updates/Principal Updates • Voting process changes • The goal of 5% reading increase and attendance remains the same. • Math increase goal. • Grants for SEC students. • Wildcat run is October 2nd . The school has hit its second goal and has raised $16,000 so far. • Raised enough funds for new playground equipment. • Plans to clean up old furniture and remove old marquee around the school. • Clean area near the gym (old trailers) and make it safe for students. Keep historic areas such as butterfly exhibit and etc. • Beautify grounds from PTO/Volunteer day.	Principal
8:26	Action Item: Move community outreach community idea updates to next meeting.	Chair
8:27	Discussion Item: Charter Dollar Expenditure Proposal • Review expenditures from previous year • Create list of proposals for next meeting -CST Field Trip Bus Budget (will discuss at next meeting, data requested) -High Dosage Small Group Budget (approved) -Science Olympiad New Circuit Event Budget (approved) -Reptile Vendor for STEM Event (approved) -Family Math Kits (will discuss at next meeting, data requested)	All Members
8:50	Discussion Item: Draft next meeting's agenda	Chair
8:52	Meeting Adjournment	Chair

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