**Roswell North Elementary**

**School Governance Council**

­­­­­­­­­­­­­­­­­­­­­­­­

**Date:** August 17, 2015

**Time:** 4:00 PM

**Location:**

Large Conference Room, Roswell North Elementary

Minutes from Roswell North School Governance Council Meeting taken by Amy Jeffs

**Call to Order**

**Action Items**

**Approve August Agenda**

**Approve April, May and July Minutes**

**Discussion Items**

**Reports from PTA Board Meeting, Foundation Meeting**

**Review SGC Self Evaluation and set goals**

**Review Survey Monkey Data**

**Review the RFF Interest Form**

**Discuss and Set agenda for September meeting**

**Discuss Action Items for Next Meeting**

**Information Items**

**Update on SGC Website – Sarah Gruber and Sara Hake**

**Share process or procedures that they SGC should be aware of moving forward**

**Members must attend 75% of the meetings and may not miss 3 consecutive meetings**

**Future Meeting Dates:**

**Monday September 14th at 4:00pm**

**Wednesday October 7th at 4:00pm**

**Monday November 11th at 4:00pm**

**Monday December 7th at 4:00pm**

**Monday January 11th at 4:00pm**

**Monday February 22nd at 4:00pm**

**Monday March 14th at 4:00pm**

**Adjourn meeting**

**Minutes**

**Members present:**

**Cari Begin Sara Hake**

**Amy Jeffs David Keating**

**LaShawna McCoy Patty Hampel**

**Jay Walter Sarah Gruber**

**Sarah Nichols Maureen Lilly**

**Other attendees:**

**PBL facilitators – Ashley ? and Trisha Brock**

**Call to order** at 4:01pm by Cari Begin.

**Action Item: Approve August Agenda-**

Sara Hake motioned to approve agenda, Jay Walter seconded, all were in favor and agenda was approved.

**Action Item: Approve April, May and July minutes**-

Sarah Gruber motioned to April approve minutes, Jay Walter seconded, all were in favor and minutes were approved.

Sarah Gruber motioned to May approve minutes, Jay Walter seconded, all were in favor and minutes were approved.

Sarah Gruber motioned to July approve minutes, Jay Walter seconded, all were in favor and minutes were approved.

**Discussion Item: Reports from PTA Board Meeting, Foundation Meeting**

PTA – Patty Hampel/ Kate Scarborough

Successful open house, membership it up. Fundraiser has been kicked off.

Foundation – Amy Jeffs

Did not attend meeting, but did review minutes. $42K for playground addition is still be reviewed by the county. Maureen Lilly is working through channels in the County to determine if in fact we can purchase and install the new physics tower. Have a back burner idea to add shade structure to existing playground if physics tower is not approved.

**Discussion Item: Review SGC Self Evaluation and set goals**

Discussed survey results amongst the group. Pointed out specific areas to discuss further.

Discussed areas for possible improvement based on survey results – would roundtable style discussions at meetings encourage feedback and involvement from all members, would setting norms keep us on track, what hindered the data collection associated with the implementation of the strategic plan, was the feedback regarding the interference of the Council with school management and operations also provided by the same person/ people?

Council Goal setting brainstorming session

* School goals aligned with goals for SGC (data, accountability and community engagement)
	+ Be able to measure results on student achievement and involvement
		- PBL facilitators conducted pre self-assessment with teachers, suggestion for post-assessment to help measure results and progress
			* Create milestones, portfolio that shows progress and achievement
* Improve communication between Council and teachers, Council and parent
	+ Open communication and support of constituencies with the group (parents, teachers, admin, community members, etc.).
* Building a culture of trust amongst the group.
	+ Promote involvement and share responsibilities amongst the Council
		- Agenda setting at the end of each meeting in order to gather input and assign tasks for preparation

Patty Hampel and Sarah Gruber volunteered to organize long and short term goals for the Council to be presented back at next meeting.

**Discussion Item: Review Survey Monkey Data**

* Major themes of time, technology, training.
* RFF related data in the survey shared by Sara Hake – new courses, assessment waiver (DRA, Gkids, ITBS, Milestones, SLO, STAR, Checkpoints)
* LaShawna will send survey results to all teachers that participated in the survey
* Vote at next meeting on whether or not we will submit a RFF

**Discussion Item: Review the RFF Interest Form**

Circulated amongst group for reference

**Discussion Item: Discuss and Set agenda for September meeting**

**Discussion Item: Discuss Action Items for Next Meeting**

* Establish norms – Patty Hampel to draft
* Review goals – Patty Hampel and Sarah Gruber to organize based on notes from brainstorming session
* Vote on RFF
* Accountability for Seed Fund – Cari will ask Kina Champion for scorecard/ documentation that we could use
* Discuss ideas for Seed Fund – Maureen will meet with Leadership to ask needs related to Seed Fund

**Information Items:**

**Update on SGC Website – Sarah Gruber and Sara Hake**

New website is organized and documents have been loaded.

Sarah Gruber will publish site.

Sara Hake will maintain, update site on an on-going basis.

**Share process or procedures that they SGC should be aware of moving forward**

**Members must attend 75% of the meetings and may not miss 3 consecutive meetings**

**Future Meeting Dates:**

Monday September 14th at 4:00pm

Wednesday October 7th at 4:00pm

Monday November 11th at 4:00pm

Monday December 7th at 4:00pm

Monday January 11th at 4:00pm

Monday February 22nd at 4:00pm

Monday March 14th at 4:00pm

**Adjourn Meeting**

Meeting was adjourned by Cari Begin at 5:34pm