**Roswell North Elementary**

**School Governance Council**

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**Date:** January 25, 2016

**Time:** 4:00 PM

**Location:**

CST Room, Roswell North Elementary

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

**Agenda**

**Call to Order**

**Action Items**

**Approve December Minutes**

**Approve January Agenda**

**Appoint and approve a Budget Chair**

**Discussion Items**

**Reports from PTA Board Meeting, Foundation Meeting and Seed Fund**

**Report from Communication Chair regarding Elections**

**Report from Sarah Gruber on Grant Champion Meeting**

**Report from Council members who attended the Strategic Planning meeting**

**Review input gathered from Goal Setting exercise with stakeholders (Instructional Council, PTA, Foundation)**

**Set agenda for February Meeting**

**Discuss Action Items for Next Meeting**

**Information Items**

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

**Future Meeting Dates:**

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

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

**Adjourn meeting**

**Minutes**

**Members present:**

**Cari Begin Amy Jeffs**

**Patty Hampel Sarah Gruber**

**Maureen Lilly Brittany Borg**

**Sara Hake David Keating**

**Jay Walter**

**Call to order** by Cari Begin at 4:03pm.

**Action Item: Approve December Minutes-**

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

**Action Item: Approve January Agenda**-

Sarah Gruber motioned to approve agenda, Sara Hake seconded, all were in favor and January agenda was approved.

**Action Item: Appoint and Approve Budget Chair-**

David Keating will take on Budget Chair role. February 11th budget meeting to be attended by Cari Begin and John Beese.

**Discussion Item: Reports from PTA Board Meeting, Foundation Meeting and Seed Fund**

PTA – Patty Hampel

Patty did not attend Friday’s PTA Board meeting.

Foundation – Amy Jeffs

Foundation Capital campaign will end this month. Foundation has raised $26K to date. Soiree will be held on March 19th. Playground equipment and games is being purchased in lieu of the original playground structure that was going to be purchased last year.

Seed Fund – Maureen Lilly

Kind and 1st grade are well into their PBL units. Full release day this Friday January 29th. Currently creating two units per grade level. Facilitators are creating timeline/ checklist for teachers, so they can have planning for all units in place by April for next school year.

Example: Kindergarten community helpers – police man came in, fireman and dentist coming. Students are going to build their own community with goal of seeing connection between post office, veterinary office, doctors office, etc.

**Discussion Item: Report from Communication Chair regarding Elections**

Amy Jeffs as Communication Chair will manage election process per SGC timeline and checklist. RNE will be electing two teachers and one parent/ guardian to replace Brittany Borg and John Beese, and Cari Begin. One community member will need to be appointed to replace Amy Jeffs.

All Election information will be posted to SGC website.

**Discussion Item: Report from Sarah Gruber on Grant Champion Meeting**

Open to all schools and any group to educate on grants available and the process. Sarah Gruber will help to identify committee members, and a counterpart to attend the February meeting.

**Discussion Item: Report from Council members who attended the Strategic Planning meeting**

Maureen Lilly, Sarah Gruber and Patty Hampel attended the Strategic Planning meeting. Understood the why behind developing a Strategic Plan. The process is very data driven and planned out very well with a structured timeline. Will be very important to include instructional council at RNE and create buy in.

A Needs Assessment Work plan was developed at the January Meeting/ Workshop on data gathering and data review internally and externally. Internal Environment data will gathered by Maureen Lilly and Sarah Gruber.

Gather data from external environment prior to February meeting:

* American Fact Finder Data – Jay Walter and Brittany Borg
* Community Member focus group with Rotary – Cari Begin and Sara Hake

**Discussion Item: Review input gathered from Goal Setting exercise with stakeholders (Instructional Council, PTA, Foundation)**

Attributes gathered will be presented back as part of focus group meetings.

**Discussion Item: Set agenda for February Meeting**

Strategic Planning Needs Assessment Work Plan data will be reviewed at February meeting

* Internal Environment data to be reviewed
	+ Student Learning
		- Georgia Milestones
		- STAR
	+ Culture and Climate
		- Attendance Dashboard
		- Demographics
		- Discipline Dashboard
* External Environment data to be reviewed
	+ Community Resources, Trends and Perceptions
		- American Fact Finder Data
		- Community Member Focus Group – Rotary (TBD when meeting will take place

Budget review led by Maureen Lilly

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

Budget Committee recorded webinar to be watched by all SGC members to be released this week.

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Monday March 14th at 4:00pm

**Adjourn Meeting**

Meeting was adjourned by Cari Begin at 5:10pm.