**Roswell North Elementary**

**School Governance Council**

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**Date:** July 28, 2015

**Time:** 9:00 AM

**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 July Agenda**

**Approve April and May Minutes**

**Officially welcome new members**

**Elect new officers**

**Determine communication and finance committee members**

**Discussion Items**

**Review current Strategic Plan, RFF and Seed Fund**

**Review RFF and Seed Fund timelines for the year**

**Name point person for each initiative (Deadline Aug. 18)**

 **Round 1 for RFF is Aug. 31**

 **Round 2 for RFF is Sept. 21**

**Discuss SGC website maintenance**

**Discuss/ determine representatives for PTA and Foundation**

**Information Items**

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

**SGC Member Attendance Rules – Must attend 70% of meetings**

**Future Meeting Dates: TBD for 2015-2016 School Year**

**Adjourn meeting**

**Minutes**

**Members present:**

**Cari Begin Sara Hake**

**Amy Jeffs David Keating**

**LaShawna McCoy Patty Hampel**

**Jillian Johnson Jay Walter**

**Sarah Gruber Sarah Nichols**

**Kina Champion**

**Call to order** at 9:18 AM by Cari Begin

**Action Item: Approve July Agenda-**

LaShawna McCoy motioned to approve agenda, Sara Hake seconded, all were in favor and agenda was approved

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

April and May minutes were not distributed prior to the meeting, so they were unable to be approved. April and May minutes will have to be approved at August meeting.

**Action Item: Officially welcome new members**-

Teacher elected member: Jay Walter

Parent elected members: Patty Hampel, Sara Hake

**Action Item: Elect new officers-**

Chair- Amy Jeffs nominated Cari Begin as Chair, seconded by Patty Hampel, all in favor

Vice-Chair- Cari Begin nominated LaShawna McCoy, seconded by Sara Hake, all in favor

Parliamentarian – Cari Begin nominated Amy Jeffs, seconded by Patty Hampel, all in favor

**Action Item: Determine communication and finance committee members-**

Communication – Jay Walter, Cari Begin, Patty Hampel (Co-Chair), Amy Jeffs (Chair), Sarah Gruber, Sara Hake

Finance – David Keating, LaShawna McCoy (Chair), Sarah Nichols, Jillian Johnson

 Finance committee should meet 3 times a year to sync budget with Strategic Plan

**Discussion Item: Review current Strategic Plan, RFF and Seed Fund-**

Strategic Plan update will begin in Spring

No current RFF waivers in place

Review of Seed Fund application and PBL facilitators and resources, and how to measure it and make is sustainable

 K-2 facilitator will be combined with data position

 3-5 facilitator

**Discussion Item: Review RFF and Seed Fund timelines for the year-**

RFF

Sara Hake, RFF point person

First interest form due August 31, 2015

Second interest form due September 21, 2015

Application due October 19, 2015

* Will be helpful to send survey to teachers before conducting focus groups with teachers
* Review strategic initiatives, what is prohibiting you from achieving it and create survey questions – Cari to start process, Sara Hake to help, questions sent to committee for review, Amy Jeffs to put survey in Survey Monkey and have ready by August 4th.

Seed Funds

Patty Hampel, Seed Fund point person

**Discussion Item: Discuss SGC website maintenance-**

Sarah Gruber will head up site development with Sara Hake’s assistance

**Discussion Item: Discuss/ determine representatives for PTA and Foundation-**

PTA representative from SGC, Patty Hampel

Foundation representative from SGC, Amy Jeffs

**Information Items:**

**SGC Member Attendance Rules-must attend 75% of meetings and may not miss 3 consecutive meetings**

**Future Meeting Date:**

Monday August 17th at 4:00pm

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 10:33am