**[](http://www.bing.com/images/search?q=roswell+north+elementary&qs=n&form=QBIR&pq=roswell+north+elementary&sc=8-18&sp=-1&sk=#view=detail&id=803ABB757296DE908FE1697046A4F896AA80C5C7&selectedIndex=1)Roswell North Elementary**

**School Governance Council**

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**Date:** September 16, 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 Minutes**

**Approve September Agenda**

**Discussion Items**

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

**Establish norms**

**Discuss Accountability for Seed Fund**

Hear a report of PBL progress and ideas about accountability for Seed Fund positions thus far from Trisha Brock

**Discuss ideas for spending the $13,000 in materials costs still to be used in Seed Fund**

**Discuss ideas for Seed Fund for next year**

**Review goals**

**Discuss and Set agenda for October 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:**

**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**

**Patty Hampel Jay Walter**

**Sarah Gruber Sarah Nichols**

**Maureen Lilly**

**Other attendees:**

**PBL facilitators –Trisha Brock**

**Call to order** at Cari Begin by 4:05pm.

**Action Item: Approve August Minutes-**

Sara Hake motioned to approve minutes, Sarah Gruber seconded, all were in favor and August minutes were approved.

**Action Item: Approve September Agenda**-

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

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

PTA – Patty Hampel – will attend meeting on 9/25

Foundation – Amy Jeffs – attended meeting on 9/2

Still working with the district on negotiating MOU regarding playground addition

Budget was approved and $23K was designated for “additional school support”

Annual campaign will run 11/13 – 12/31

Cross functional meeting (PTA/ Foundation/ SGC representatives) 9/21

**Discussion Item: Establish Norms**

Led by Patty Hampel. Review of Culture Characterization and Change Model and how to incorporate going forward to establish a unified direction and motivation. All attendees performed introduction exercise. Reviewed sample meeting norms and selected several to establish as our norms.

* We will base decisions with all students in mind.
* We will have data at every meeting.
* We will distribute tasks equally amongst members.
* We will ask questions when in doubt or have concerns.
* We will be present both physically and mentally.

**Discussion Item: Discuss Accountability for Seed Fund**

Report of PBL progress and ideas about accountability for Seed Fund positions thus far from Trisha Brock.

Report detailed current Project Based Learning activities, data support activities and other duties.

Full release day was a successful start, 63 staff members involved

Council discussion of how to document success and accountability.

Observation – evidence of driving questions

Units – 2 per class, team of teachers to compile make “library”

4 C’s

Leading

Team meetings

Observations of learned elements in teach instruction

Grade levels/ teachers come to SGC vice versa

Portfolio of units developed

Lagging

Units – productions

TKEs – standards 3, 4, 8

**Discussion Item: Discuss ideas for spending the $13,000 in materials costs still to be used in Seed Fund**

Maureen Lilly to determine how dollars can be spent for professional development and materials as defined in the seed fund application. Possibly build resources for new teachers with little or no PBL experience.

**Discussion Item: Discuss ideas for Seed Fund for next year**

Maureen Lilly led discussion around the fact that next year will be a cross-over year since we will be developing a new strategic plan. Consider starting work that can be possibly continued by Foundation. Possibly add computer lab personnel, and curriculum and programming software.

**Discussion Item: Review goals**

Postponed for October meeting

**Discussion Item: Discuss and Set agenda for October Meeting**

Changed meeting date

New member/ teacher appointed

Work on Seed Fund application

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

Cari to bring back accountability data for seed fund process

**Information Items:**

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

**Future Meeting Dates:**

CHANGE Monday October 5th 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

**Parking lot items**

How do we coach parents on what to ask their kids in regards to PBL and how it’s being incorporated in the classroom?

**Adjourn Meeting**

Meeting was adjourned by Cari Begin at 5:54pm.